Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:

Informatics Professional Services – ZV
Division/Services professionnels en informatique – division ZV
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Quebec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out in the contract, for the goods, services, and/or construction listed in the contract at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, conformément aux modalités et conditions énoncées dans le contrat, pour les biens, services et / ou construction énumérés dans le contrat au prix indiqués à cet effet.

Comments - Commentaires

The Vendor/Firm accepts/ acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

49 Solutions Inc,
1053 Somerset St W
Ottawa, On, K1Y 3C4

Title – Nom Information Technology Consultation Services - Services de Conseils en Informatique	
Contract ID – ID du Contrat CW2224219	**Agreement date – Date de l'accord :** **13 August 2021**
Requisitioning Entity - Entité de demande d'achat: Canada Border Services Agency (CBSA)	
Originating Requisition ID - No de la demande d'origine: 47419-213317	
Project ID – Id du project: **WS3107805322**	**CCC No./N° CCC - FMS No./N° VME**
Financial Code(s) **Code(s) financier(s)** Cost Centre:190840000 Funds: 2001 FA: 30700 G/L: 74907 GSIN: D302A UNSPSC: 80101507	**GST/HST** **TPS/TVH** —
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH Included - Inclus	**Duty - Droits** Included - Inclus
Region of Delivery of Goods, Services, and Construction – Région de destination des biens, services et construction: Specified Herein Précisé dans les présentes	
Invoices - Original and two copies to be sent to: **Factures - Envoyer l'original et deux copies à:** Specified Herein Précisé dans les présentes	
Address Enquiries to: - Adresser toutes questions à: **Sylvie Cloutier** **Email :Sylvie.cloutier2@tpsgc-pwgsc.gc.ca**	**Telephone No. - N° de téléphone** **873-455-5077**
Total Contract Value - Valeur totale du contrat : $1,724,625.00	**Currency Type - Devise** CAD
For the Minister - Pour le Ministre StJeanValois, Joanne **Joanne St-Jean Valois**	Digitally signed by: StJeanValois, Joanne DN: CN = StJeanValois, Joanne C = CA O = GC OU = PWGSC-TPSGC Date: 2021.08.13 14:57:20 -04'00'

Canada

COVID-19 Pandemic Requirement – Informatics Professional Services
For
CANADA BORDER SERVICES AGENCY (CBSA)

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CONTRACT

This sole source one year contract is being put in place by Canada as part of its response to the COVID-19 pandemic.

CBSA has invoked the National Security Exception under all of Canada's trade agreements and, as a result, the usual disciplines of the Trade agreements do not apply to this contract.

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

1.1 Task Authorization

(a) Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

(b) With respect to the Work mentioned under paragraph (a) of this clause,

  (i) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

  (ii) the TA Authority and limit will be determined in accordance with paragraph (c) of this clause;

  (iii) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

  (iv) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

  (v) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D Task Authorization Form. An authorized TA is a completed Annex D signed by the TA Authority.

(c) TA Authority and Limit

The Project Authority may authorize individual TAs, inclusive of any revisions, the sole applicable Contract basis of payment of which is Limitation of Expenditure up to a limit of $300,000.00 Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit, or any revisions to any previously authorized TA the applicable Contract basis of payment must be authorized by the Contracting Authority before issuance to the Contractor.

(d) The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7 (Canada's Total Liability, Cumulative Total of all authorized TA)s not being exceeded.

(e) TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D Task Authorization Form, containing as a minimum:

(i) the task or revised task description of the Work required, including:
  - the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;

(ii) the Contract security requirements applicable to the task or revised task;
(iii) the Contract basis (bases) of payment applicable to the task or revised task; and
(iv) the Contract method(s) of payment applicable to the task or revised task;

(f) Within 5 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

(i) the total estimated cost proposed for performing the task or, as applicable, revised task;
(ii) a breakdown of that cost in accordance with Annex B; and
(iii) for each resource proposed by the Contractor for the performance of the Work required:

the name of the proposed resource;
the resume of the proposed resource; and
a demonstration that the proposed resource meets:
the Contract security requirements.

(g) TA Authorization

(i) The TA Authority will authorize the TA based on:

- the request submitted to the Contractor pursuant to paragraph (f) of this clause;
- the Contractor's response received, submitted pursuant to paragraph (f) of this clause; and
- the agreed total estimated cost for performing the task or, as applicable, revised task.

(h) Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means a fixed amount of $5,000.00.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with

paragraph (i).3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

(i) Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs (i).3 and (i).4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, then 2, etc:
- the TA revision number;
- the date the revision to the task was authorized;
- the authorized increase or decrease (Applicable Taxes extra);
- the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;

- ○ the total amount of Applicable Taxes invoiced;
- ○ the total amount paid, Applicable Taxes included;
- ○ the start and completion date of the task (as last revised, as applicable); and
- ○ the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- ○ the sum (Applicable Taxes extra) specified in clause 7, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
- ○ the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- ○ the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- ○ the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- ○ the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

(j) Administration of the TA Process –Public Works and Government Services Canada

The administration of the TA process will be carried out by PWGSC. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines /standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

a. With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
   a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
   b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

b. 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this

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section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2.2. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses provided by the Industrial Security Program (ISP) (http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) apply and form part of the Contract:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE No. 47319-213137

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
    a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
    b) Industrial Security Manual (Latest Edition).

ADDITIONAL CBSA SECURITY REQUIREMENT:

(a) **IMPORTANT:** CBSA has its own unique security requirements. The client will conduct its own personnel Reliability Status assessment on the proposed contractor and its personnel** as per the Treasury Board Secretariat of Canada's (TBS) Security and Contracting Management Standard and the ARCHIVED - Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's Personnel Security Screening Section (PSSS),

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which is independent of PWGSC's Canadian Industrial Security Directorate (CISD) and the International Industrial Security Directorate (IISD).

***In some instances, "contractor and its personnel" can include landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information/assets are kept.*

(b) For each proposed resource, the bidder must submit a completed signed original TBS/SCT 330-23E – Personnel Screening Consent and Authorization Form upon request of the contracting authority prior to contract award.

(c) Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended Contractor / Offeror (specifically the Contractor / Offeror personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

(d) In the event the Contractor (specifically the Contractor) does not pass the security screening process required by the CBSA, the said Contractor's proposal will be considered non-responsive and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met.

3.2 Use of individual protective equipmet and Occupational Health and Safety (OHS) guideline(s)

(a) The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.

(b) The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.

(c) The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to One Year later inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sylvie Cloutier
Title: Supply Specialist
Public Works and Government Services Canada
Procurement Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington Street, 5th Floor
Telephone: 873-455-5077
E-mail address: sylvie.cloutier2@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: Megan Young
Title: Director, Automation, Integration & Emerging Technologies Division
Address: Border Technology Innovation Directorate / Information, Science and Technology Branch
Canada Border Services Agency / Government of Canada
Telephone: 343-550-4073
E-mail address: megan.young@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Contractor's Representative for the contract is:

Name :
Title : Contract and Security Officer
Organization : 49 Solutions Inc
Address : 1053 Somerset St W., Ottawa, ON K1Y 3C4
Telephone :
E-mail address :

6. Payment

6.1 Basis of Payment

a. **Basis of Payment**

   i. **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex "B", Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

   ii. **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex "B"), Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

   iii. **Pre-Authorized Travel and Living Expenses** : Canada will not pay any travel or living expenses associated with performing the Work.

   iv. **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

   v. **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

   vi. **Purpose of Estimates**: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.

7. Limitation of Expenditure – Cumulative Total of all Task Authorizations

i. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum set out on page one of the Contract. Customs duties are included or subject to exemption and Applicable Taxes are included.

ii. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

iii. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

   A. when it is 75 percent committed, or
   B. four (4) months before the contract expiry date, or

[illegible] the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

C. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

iv. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8. Method of Payment

8.1 Method of Payment for Task Authorizations with a Maximum Price: For each Task Authorization validly issued under the Contract that contains a maximum price:

i. Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
ii. Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

8.2 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work delivered has been accepted by Canada.

8.3 Monthly Payment Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if :

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work performed has been accepted by Canada.

8.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

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9. SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0305C (2014-06-26), Cost Submission-limitation of expenditure or ceiling price

10. Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument:

- Direct Deposit (Domestic and International);

10.1 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit
C0002T (2010-01-11), Price Certification – Canadian-based Suppliers (other than agency and resale outlets)

11. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

   Each invoice must be supported by:

   a. a copy of time sheets to support the time claimed;

   b. a copy of the release document and any other documents as specified in the Contract;

   c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

   d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

   a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

   b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

12. Certifications and Additional Information

i. Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

ii. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

(a) the Articles of Agreement;
(b) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;
(d) Annex A, Statement of Work;
(e) Annex B, Basis of Payment;
(f) Annex C, Security Requirements Check List;
(g) Annex D, Task Authorizations (including all annexes, if any);
(i) the Contractor's bid dated ______

15. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

19. Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the

replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

20. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

23. Termination for Convenience

With respect to Section 30 of General Conditions 2035, if applicable, or Section 32 of 2030, if applicable, subsection 4 is deleted and replaced with the following subsections 4, 5 and 6:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

   (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

   (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

24. Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

25. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(e) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(f) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(g) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(h) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(i) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

26. No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure of government offices or there are enhanced measures to restrict access to government premises and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

ANNEX A, STATEMENT OF WORK

1.0 Title: COVID-19 Pandemic Requirement – Informatics Professional Services

2.0 Objective

***** THIS CONTRACT IS BEING PUT IN PLACE BY CANADA AS PART OF ITS RESPONSE TO THE COVID-19 PANDEMIC *****

The public health threat posed by the COVID-19 pandemic has led all levels of government to take unprecedented measures to help slow the spread of COVID-19 and thereby minimise serious illness, death and social disruption resulting from the pandemic. Difficult choices are being made in a context of considerable uncertainty, as knowledge about COVID-19 and the impact of unprecedented public health measures evolves rapidly. In March 2020, COVID-19 was declared a pandemic by the World Health Organization (WHO). As it began to spread across the world, the Government of Canada (GoC) enacted a number of public health measures, including actions to tighten Canada's border and reduce international travel.
The Canada Border Services Agency (CBSA) requires a variety of Information Management (IM)/Information Technology (IT) professional resource services to support changes to the operational environment to better respond to the needs of the public, public safety and employee safety given the threat of Covid19 and its variants. Engendering trust in; the health and safety within Canada's travel industry, commercial industry and safety at the front lines for Border Services Officers protective measures in-line with he need to address the risks of Covid, the CBSA needs to react and adapt, leveraging IT to meet these needs.

These immediate health and safety requirements will leverage information technology tools and capabilities to provide safe social distancing and touch-less alternative methods for the management of the border and protect Canadians, travelers to Canada and CBSA Officers against potential exposure to the Covid19 virus and variants.

Work will focus on the following areas:

1. Border Services Officers Tools – Protective Measures in-line with Covid-19 environment.

2. Engender trust in the health and safety within Canada's air industry by implementing alternatives to move away from airport high touch/zero social distancing/paper methods to airport low touch/high social distancing/paper-less alternative methods.

3. Increase and enhance remote border and migrant workers reporting opportunities & capabilities (social distancing) at land border crossings, marine (pleasure boats), train and private/remote airports.

4. Implement modern risk assessment tools to support and enable predictive analytics to address the growing volumes of low-value shipments (contact-less delivery).
5. Ensure the safety of all travelers crossing ports of entry with proof of vaccination, digital credentials and reporting of Covid19 test results to the appropriate health authority.
6. Increasing and enhancing safety within the commercial industry in reducing risk of Covid transmission by implementing low touch/no touch methods.

This will include, but not be limited to work in the following technical areas; mobile applications development (both iOS and Android), web applications, smart mobile technologies, biometrics, digital credentials, CBSA public cloud (services (AWS, Azure, etc), infrastructure and operations), predictive analytics, geolocation (remote border), API development, cyber security, near field communication, optical character recognition, document reading, electronic data manifest ingestion, architecture (mobile, security, cloud), digitization of paper forms (and process), user experience, design sessions, user-analytics, accessibility requirements, hands-free capabilities/technologies integration, systems integration, federation, integrated control systems, sensor technology, experimentation framework, smart orchestration, Border Services Officers Risk Assessment augmentation technology, artificial intelligence and machine learning.

3.0 Background

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems.at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications.

ISTB provides technology leadership of operational IT applications/programs and corporate business applications at CBSA. ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives.

The Border Technologies Innovation Directorate (BTID) is responsible for the prototyping, development, and deployment of innovative and transformative initiatives while overseeing Enterprise Architecture for ISTB. These initiatives include, but are not limited to, critical systems and applications that serve as common components for internal and external stakeholders. As well, BTID is accountable for the design, development and delivery of enterprise and corporate IT/IM solutions in support of CBSA's mandate.

The BTID is responsible for the design, development, planning and analysis, maintenance and implementation/roll out of IM/IT innovation enterprise programs across CBSA. BTID is the National Centre of Expertise (NCOE) for all innovation IT development projects. BTID is accountable for the coordination, technical lead on and delivery of the IM/IT critical innovation projects.

As a result of the COVID 19 pandemic CBSA is looking to engage IT Professional Services to help them to develop critical solutions in the areas pertaining to our national ArriveCan application, AI driven tools for CBSA's frontline officers (BSO's), remote Border crossing capabilities, touchless services (leveraging biometrics) across our traveler, commercial & Enforcement & Intelligence operational and program business lines, cloud and e-commerce solutions to facilitate and increase~~d~~ amount of shipments crossing the border due to COVID. All solutions are put in place to increase safety ~~and~~ security to all Canadians during this pandemic and onward.

4.0 Scope of the Work

The intent of these solutions ~~are~~ is to provide safe, digital, data driven and secure alternatives for CBSA to continue to conduct their business and fulfil their mandates during the COVID pandemic and onward. These solutions will primarily reduce exposure of potential risk for Canadians, travelers and front line Border Services Officers when travelers and shipments are entering Canada from abroad.

The Contractor must provide IM/IT professional services on an as and when required basis in the National Capital Area (NCA) (as outlined in the Task Authorization sent for the Work) and in accordance with best practices. Projects may be in any of the following stages: scoping and approval, experimentation, prototyping, minimal viable product, piloting, operationalization, transition to IT OPS, identification, in the midst of work, or delivery. CBSA requires the following IT Professional Services:

RESOURCE CATEGORY	LEVEL OF EXPERTISE
B.1 Business Analyst	Level 3
B.4 Business Continuity/Disaster Recovery Specialist	Level 3

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

I.7 Platform Analyst	Level 3
I.9 System Administrator	Level 3
I.10 Technical Architect	Level 3
I.11 Technology Architect	Level 3
P.5 Project Executive	Level 3
P.8 Project Leader	Level 3

The Work will involve, but not be limited to, the ability of industry to provide such IT Services as outlined below:

a. **Business Analysis**: Provide overall advice on all matters associated with the departments cloud-based initiative, while serving as the communication conduit between the business community (internal and external clients) and the software development team through which requirements flow. A description of the structure and interaction between the business strategy, Functions and/or Services Capabilities, related business, value streams, value chains, Processes producing product deliverables and information records of Business values, achieving results and information needs in compliance with the Record Keeping Directive and other information management policies and best practices. Business Analysts often work with Service Architects, Business Architects and Business Process modelers.

b. **Platform Analysis**: Provide operations of infrastructure, systems and network management, monitor controls and application release and maintenance activities and make recommendations on platforms, applications and solutions. A description of the structure and interaction of the applications and platforms as groups of capabilities that provide key business functions, services related processes. They can be involved in management of the data assets inclusive of Critical Services, Business Impact Assessments, Business Continuity Plan, Disaster Recovery Plans.

c. **Technology Architecture**: Are responsible for designing the high level structure of new technology Solutions, including emerging and potentially disruptive technologies that Solution teams may use. The description of the structure and interaction of the platform services, and logical and physical technology components often include related risks and potential roadblocks. This includes IT infrastructure, middleware, networks, communications, end

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user devices, service and systems management, hybrid cloud services, processing and related standards.

d. **Project Management**: Is the process of leading the work of a team to achieve all project goals within the given constraints. Project managers will be responsible for providing leadership and expertise in all facets of the project with an IT component. Project managers will support planning and execution of the departments mandate, day to day planning and reporting, and identify and deliver industry best practices.

5.0 Tasks

The Contractor must provide support for IM/IT professional services on an as and when required basis. Each validly issued Task Authorization will outline the type of resource(s), the Work and tasks to be completed and the location of the Work, whether in the NCA or remotely.

Tasks include, but are not limited to the following:

5.1 Business Analyst – Level 3

Resource tasks may include, but are not limited to the following:

- Lead the design, implementation and management of CBSA's cloud systems, applications, policies, and overall strategy;
- Apply business process re-engineering methodologies for CBSA systems modernization;
- Analyze, evaluate, and develop high profile informatic initiatives, business processes and strategies as they relate to a cloud environment;
- Conduct financial, operational, and systems analysis to ensure the economic and efficient delivery of the project;
- Identify organizational and/or project business opportunities for improvement and streamlining of business processes;
- Identify and evaluate critical success parameters, factors and performance measurements;
- Collaborate with other stakeholders in the development and implementation of business improvement processes and programs to ensure complete organizational engagement;
- Maintain strategic objectives while aligning individual efforts by setting up collaboration sessions with client and stakeholders;
- Collect and analyze information, present findings on complex issues, coordinate research as required, manage the preparation of reports and required business documents;

- Evaluate existing procedures and methods, make recommendations and provide advice for improvements;
- Provide leadership, guidance, and support to more junior level resources through knowledge transfer and cross-training.

5.2 Business Continuity/Disaster Recovery Specialist – Level 3

- Develop and implement an enterprise-wide IT disaster recovery strategies and continuity plans for restoring critical business systems in a cloud environment;
- Provide recommendations and solutions on risk mitigation, develop risk management strategies and plans for emerging technologies, as listed above;
- Review and recommend business improvement processes and IM/IT solutions for CBSA's cloud adoption strategy;
- Analyze and develop cloud architecture requirements design, process development and process mapping;
- Develop and provide presentations and facilitate discussions with stakeholders in support of business changes and continuity;
- Develop crisis communication planning strategies, specific to CBSA guidelines;
- Identify past and potential impact resulting from disruptions, develop techniques to identify and evade potential disruptions;
- Develop and implement backup, replication and redundancy strategies as required;
- Develop awareness, training, and communication programs for emerging technologies (listed above) with both internal staff and other stakeholders;
- Develop and implement monitoring activities and performance management for ongoing maintenance of business continuity plans.

5.3 Platform Analyst – Level 3

Resource tasks may include, but are not limited to the following:

- Develop and document current state documentation as well as statement of requirements for cloud implementation strategy;
- Design, implement, administer, maintain and support services for cloud-based applications, work loads and services;
- Execute the departmental cloud migration and adoption plan by implementing AWS cloud target architecture, including IaaS and emerging technologies, as listed above;
- Analyze existing platform architecture capabilities and requirements;
- Define and review CBSA infrastructure requirements, develop recommendations to support defined requirements through selection of appropriate platforms and design solutions;
- Design, review, plan and define cloud strategies and solutions;

- Support the maintenance and delivery of infrastructure services;
- Design and support the development and integration of architecture for cloud environment, capable of incorporating large datasets;
- Support the implementation of external datasets with internal processes and systems;
- Develop and support information management designs required for the implementation of emerging technologies, as listed above;
- Installs, configure, optimize and monitor technical installations of emerging technologies;
- Provide advice in defining new requirements and opportunities for applying efficient and effective solutions.
- Provide leadership, guidance, and support to more junior level resources through knowledge transfer and cross-training.

5.4 System Administrator – Level 3

Resource tasks may include, but are not limited to the following:

- Develop and prepare diagrammatic plans for the successful implementation of a cloud environment;
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging current systems and tools;
- Determine, install, monitor, upgrade and maintain appropriate software and incorporate emerging technologies, as available;
- Assist in the prioritization and planning for resolution of all known defects and enhancements in support of cloud solutions;
- Create, test, and deploy code;
- Develop, maintain and troubleshoot network connections of cloud computing resources and emerging technologies;
- Administrate and maintain cloud systems through patches, permissions and service deployments;
- Integrate and implement artificial intelligence (AI) algorithms within software/applications;
- Design, develop, implement, oversee, and adapt existing and new Application Programming Interfaces (APIs);
- Develop, deploy, and maintain advanced analytics and business intelligence (BI) interfaces;
- Design and write programs for automation on new and existing software;
- Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
- Analyze cloud environment and system performance, recommending solutions;

- Develop and maintain effective collaborative relationships with the stakeholders to discuss and resolve issues, and to maintain and improve software performance;
- Work with stakeholders to proactively ensure all IT systems documentations align with business documentation
- Provide updates on work in progress, work completed, work planned, and issues potentially impacting the timely completion or quality level of work;
- Provide leadership, guidance, and support to more junior level resources.

5.5 Technical Architect – Level 3

Resource tasks may include, but are not limited to the following:

- Develop and implement technical architectures, frameworks and strategies as they relate to the deployment of cloud environments;
- Develop technical architecture options and recommendations for cloud implementation plan development, and providing the specified deliverables;
- Provide and implement IaaS solutions within a cloud environment;
- Deliver solutions utilizing containerization-technologies within a cloud production environment;
- Define, design and build solutions to drive business growth, performance and productivity though automation;
- Review computer software systems and data requirements as well as communication and response needs and determine operating systems and languages needed to support them;
- Identify the policies and requirements necessary to solve CBSA technological gaps;
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
- Provide information, direction and support for emerging technologies, as listed above;
- Analyze 'current to future' technical architecture roadmaps and plans, in order to include these items in planning for the environment implementations for the projects;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Support the integration of technology solutions;
- Prepare and deliver presentations for architectural working groups and senior management, as required;
- Provide detailed technical analysis of each option including technical components, diagrams, integration points and linkages to architecture evolution;

- Collaborate with project resources to organize the collection of all relevant data from various technical stakeholders including IT solution providers and IT support service teams.

5.6 Technology Architect – Level 3

Resource tasks may include, but are not limited to the following:

- Lead the project during the development, implementation, testing and operations start-up by ensuring that resources are made available and that the project is delivered successfully;
- Provide strategic advice, guidance, input and recommendations to the entire project team and ensure proper implementation and integration of emerging technologies;
- Analyze existing capabilities and requirements within Covid-19 era, develop redesigned frameworks and recommend areas for improved capability and integration for increased capacity at CBSA;
- Develop and implement proof of concepts to elaborate technical architectures, frameworks, and strategies for a cloud environment, to meet the business and application requirements;
- Develop departmental strategy to incorporate cloud adoption plans, cloud application design, cloud management and continuous monitoring;
- Develop IaaS and PaaS solution architectures on cloud platforms, utilizing its technology stacks, open-source alternatives and/or a combination;
- Provide cloud architecture solutions and best practices to effectively meet and support strategic needs of the department;
- Provide support to applications and/or technical support teams in the proper application of existing infrastructure and procedures;
- Identify the policies and requirements that drive out a particular solution;
- Define, present and defend options analysis selection criteria;
- Perform impact analysis of technology changes;
- Present architecture briefs on technology selections;
- Lead the integration of all aspects of technology solutions, providing entire project team with expert-level guidance;
- Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements;
- Provide advice in defining new requirements and opportunities for applying efficient and effective solutions;
- Coach, mentor and train the department to perform any of the above.

5.7 Project Executive – Level 3

Resource tasks may include, but are not limited to the following:

- Define and document project objectives and determine budget requirements for CBSA's cloud migration strategy;
- Meet with organizational executives to ensure all internal and external stakeholders (including international contacts) are committed and moving forward on project and departmental goals;
- Determine stakeholder engagement and align strategic planning within project objectives;
- Identify business and technology trends that create opportunities for business improvement;
- Track status of various CBSA projects by gathering data and information to evaluate and report to senior executives;
- Provide guidance, advice and coaching on project management for CBSA employees, as required;
- Monitor, evaluate and provide hands-on assistance in long-term strategic areas as well as the daily operations of the department;
- Review documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions;
- Provide constant training and provision of guidance of CBSA staff, which includes transfer of knowledge.

5.8 Project Leader – Level 3

Resource tasks may include, but are not limited to the following:

- Concurrently support, plan and manage the implementation of one or more project(s) for emerging technology within CBSA;
- Specify the general requirements of a proposed platform, develop broad system alternatives and identify the administrative, economic and technical feasibility requirements;
- Design and test new and existing systems to ensure that the objectives of the system are met and that the outputs produced are in accordance with client requirement;
- Monitor the design, implementation and operations start-up of the cloud environment against established goals, objectives and milestones;
- Track problems, establish procedures for the development and implementation of all project elements, and obtain all required approval;
- Prepare project progress reports on an ongoing basis and at scheduled points in the project's lifecycle, presenting findings to stakeholders;
- Prepare, review and present plans, charts, tables and diagrams to assist in analyzing or displaying problems with a variety of project management tools;

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

- Provide and propose solutions to stakeholders and other project managers as issues arise throughout project lifecycle;
- Determine budgetary requirements, composition, roles and responsibilities, and terms of reference for the project team;
- Conduct project sign-off.

6.0 Deliverables

The Contractor must provide the following deliverables in accordance with validly issued Task Authorizations which include, but are not limited to:

- “Touchless border” target models
- Rapid diagnostic and scope/landscape summaries
- High-level data integration target operating models
- Industry leading practice frameworks and adoption approach roadmaps
- Application Programming Interface(s) (API) strategy to deliver connectivity for ArriveCAN
- Detailed operational work plans and playbooks
- Written and verbal advice;
- Issues papers/Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. Monthly Progress Reports);
- Management Action Plans;
- Work plans for specific initiatives;
- Business Cases;
- Business Planning, including risk planning and risk analysis, Risk Management Plans, and Statement of Requirements;
- Tracking against plans – including level of effort and resource estimation as part of IM/IT business planning;
- Trend Analyses;
- Fit/Gap Analyses;
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Synthesis report of facilitated meetings;
- Activity reports;
- Project Management Plans and project documentation such as Project Schedules, Lessons Learned, Progress Reports, Deficiency Reports, Project Forecasts, Road Maps; and Post Project Review Reports; and
- Conversation notes, design documentation, change management documentation, site inspection reports and other Work requested under the Task Authorization.

The level of support versus management services provided by the Contractor's resources for items listed above will vary depending on the needs of the Work.

Deliverables to be submitted in hard and soft copies in the appropriate software formats (e.g. MS Project or MS Office Suite applications as identified by the Project Authority). All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, the project management team will provide the Contractor with the required forms and templates to meet these standards.

7.0 Client Support

The Client will provide all documentation and information necessary for the Work.

8.0 Work Location

Work locations may vary across the NCR depending on the requirement. The Contractor's resources may be required to work onsite at CBSA site offices or project site locations in the NCR depending on the Task Authorization issued.

CBSA will provide, in accordance with CBSA security requirements, and only to the specified resource personnel, access to identified databases or applications resident on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

CBSA will provide, in accordance with CBSA security requirements, specified consultants with CBSA issued laptops. All CBSA information and assets must remain resident within Canada.

9.0 Travel

There are no travel related expenses or living expenses associated with this Contract. All Work will be within the NCR or performed remotely.

10.0 LANGUAGE OF WORK

The Work will be performed in English.

11.0 Accessibility - The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the Accessible Canada Act, its associated regulations and standards, and Treasury Board Contracting Policy.

The Work will include development, architecture and integration of CBSA applications including the ArriveCan web and mobile applications to ensure the removal of barriers and provide ease of access in compliance with Bill C-65.

In accordance with **Bill C-65** **- Accessibility Plans — Regulations Under This Act Link:** https://lop.parl.ca/sites/PublicWebsite/default/en_CA/ResearchPublications/LegislativeSummaries/421C65E#:~:text=Bill%20C%E2%80%9165%2C%20An%20Act%20to%20amend%20the%20Canada,Hajdu%2C%20Minister%20of%20Employment%2C%20Workforce%20Development%20and%20Labour.

Initial accessibility plan

- ***65 (1)*** *A regulated entity referred to in subsection 60(1) must, before the expiry of one year after the day fixed or determined by regulations made under subsection 117(1) that apply to that regulated entity, prepare and publish, in accordance with this Act and regulations made under subsection 117(1), an accessibility plan respecting*
    - ***(a)*** *its policies, programs, practices and services in relation to the identification and removal of barriers, and the prevention of new barriers, in*
        - ***(i)*** *the areas referred to in paragraphs 5(a) and (g),*
        - ***(ii)*** *the built environment, other than passenger aircraft, passenger trains, passenger buses, passenger vessels, aerodrome passenger terminals, railway passenger stations, bus passenger stations or marine passenger terminals, and*
        - ***(iii)*** *the area referred to in paragraph 5(c.1) as it relates to the areas referred to in paragraphs 5(a) and (g) and to the built environment referred to in subparagraph (ii); and*

(B) THE PROVISIONS OF REGULATIONS MADE UNDER SUBSECTION 117(1) THAT APPLY TO IT.

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la Loi sur l'Accès à l'information.

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From ____ to _____)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Authorized TA

The Contractor will be paid all-inclusive firm prices as follows:

For the work on "as and when required basis":

Resource Category	Level of Expertise	All-Inclusive Firm Per Diem Rate (in CDN$)
Business Analyst	Level 3	[redacted]
Business Continuity/Disaster Recovery Specialist	Level 3	[redacted]
Platform Analyst	Level 3	[redacted]
System Administrator	Level 3	[redacted]
Technical Architect	Level 3	[redacted]
Technology Architect	Level 3	[redacted]
Project Executive	Level 3	[redacted]
Project Leader	Level 3	[redacted]

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive firm per diem rate must be prorated to reflect the actual time worked.

ANNEX C, SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 47419-213137
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CBSA	2. Branch or Directorate / Direction générale ou Direction ISTB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
COVID19 IT Pro Services

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	☑ No / Non	☐ Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	☑ No / Non	☐ Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	☐ No / Non	☑ Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	☑ No / Non	☐ Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	☑ No / Non	☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès.

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A	☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	☐	PROTECTED A PROTÉGÉ A	☐
PROTECTED B PROTÉGÉ B	☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE	☐	PROTECTED B PROTÉGÉ B	☐
PROTECTED C PROTÉGÉ C	☐	NATO CONFIDENTIAL NATO CONFIDENTIEL	☐	PROTECTED C PROTÉGÉ C	☐
CONFIDENTIAL CONFIDENTIEL	☐	NATO SECRET NATO SECRET	☐	CONFIDENTIAL CONFIDENTIEL	☐
SECRET SECRET	☐	COSMIC TOP SECRET COSMIC TRÈS SECRET	☐	SECRET SECRET	☐
TOP SECRET TRÈS SECRET	☐			TOP SECRET TRÈS SECRET	☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
47419-213137

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No ☐ Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No ☐ Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☑ Non ☐ Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☐ CONFIDENTIAL / CONFIDENTIEL
☐ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux : ______________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No ☐ Yes
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☑ Non ☐ Oui
If Yes, will unscreened personnel be escorted? ☑ No ☐ Yes
Dans l'affirmative, le personnel en question sera-t-il escorté? ☑ Non ☐ Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☑ Non ☐ Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No ☐ Yes
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☑ Non ☐ Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

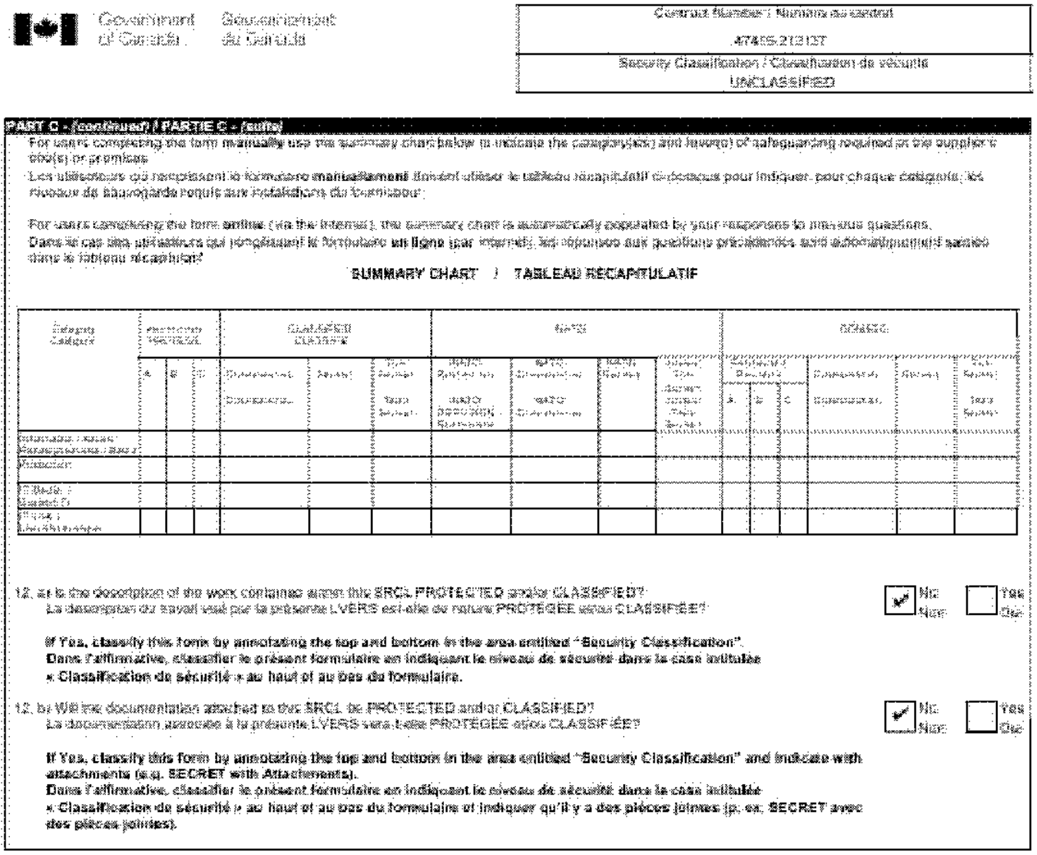
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No ☐ Yes
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☑ Non ☐ Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada   Gouvernement du Canada

Contract Number / Numéro du contrat
47405-213137

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret
Information / Assets Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

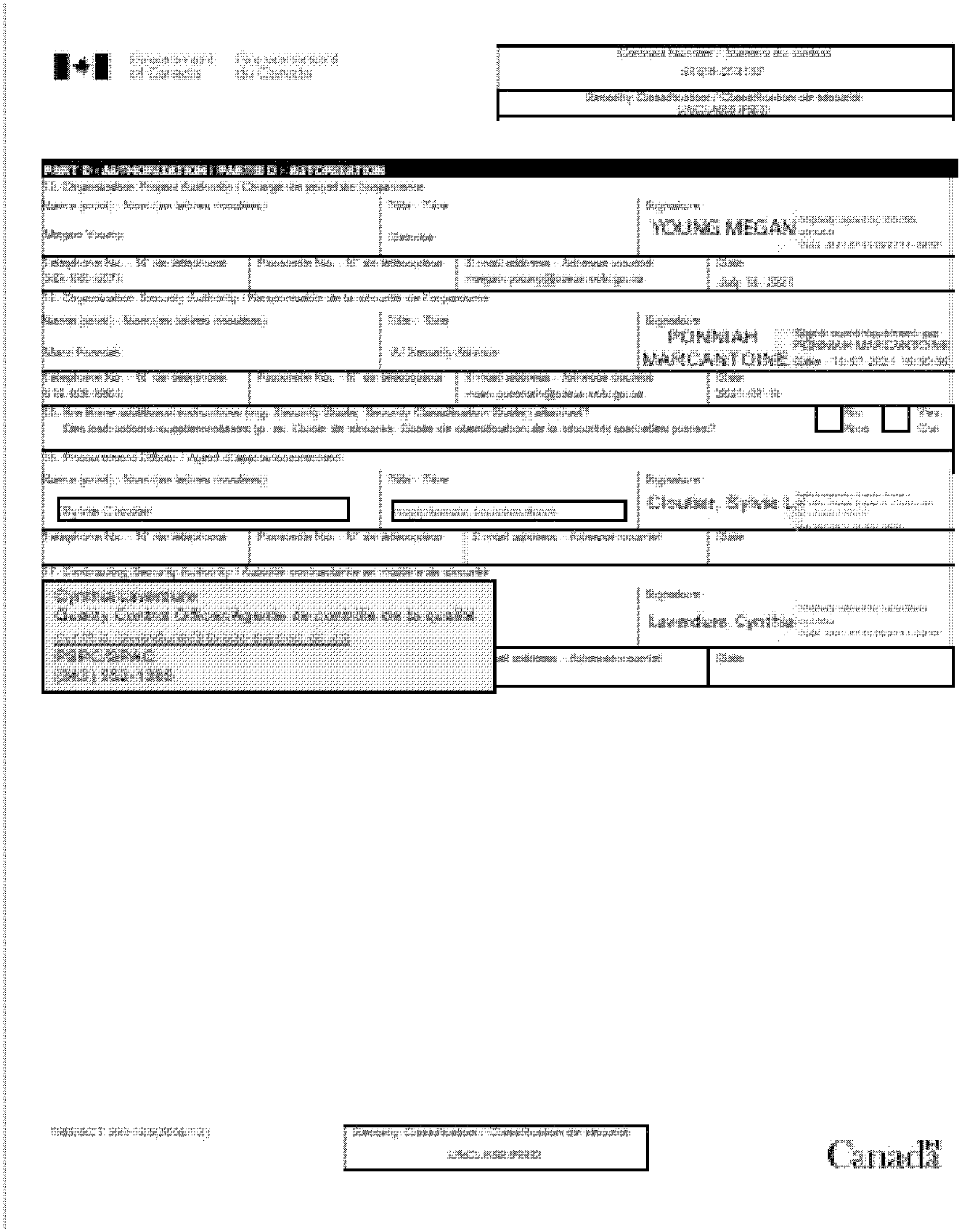
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Contract No. - N° de contrat
47419-213137
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur
010zv
CCC No./N° CCC - FMS No./N° VME



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

YOUNG MEGAN

PONNIAH MARCANTOINE

Cloutier, Sylvie L

Cynthia Lavendure
Quality Control Officer/Agente de contrôle de la qualité
PSPC/SPAC

Lavendure, Cynthia

ANNEX D, TASK AUTHORIZATION FORM

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé de projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. N° de l'autorisation de tâches (AT) :	Commitment No. N° de l'engagement :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale : ☐ Initial End Date / Date de fin initiale : ☐

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification): ☐

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(s) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voya: n/a

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé de projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Note : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / N° du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif
					$0.00
					$0.00
				Estimated Cost / Coût estimatif	**$0.00**
				Applicable Taxes	**$0.00**
				Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie	$0.00
				Total Estimated Cost / Coût total estimatif	**$0.00**

Check applicable Basis of Payment / Cocher la Base de Paiement applicable : Maximum Price / Prix Maximum : ☐ Firm Price / Prix Ferme : ☐

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.	En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.
The client's authorization limit is $300,000. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.	La limite d'autorisation du client est 300,000 $. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation

Name of Technical Authority / Nom de l'autorité tec	Date	Name of Contracting Authority / Nom de l'autorité contractante	Date
Signature		Signature	
Name of the representative from Canada Border Services Agency Nom du représentant de l'Agence des services frontaliers du Canada	Date		
Signature			

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur	Signature	Date

Canada Border Services Agency   Agence des services frontaliers du Canada

Contract No. - Numéro de contrat : 5500000944

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road - 355 ch. River nord
17th Floor - 17ieme étage
Ottawa ON K1A 0L8

Title — Sujet :	
TBIPS SA - Enterprise Architect(s) Level 3	
Contract No. — N° du contrat :	
5500000944	
Requisition No. - Numéro de la réquisition	
1000333176	
Amendement # - No de la modification	001

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

D.D.P. — D.D.P. :
Destination of Goods, Services, And Construction — Destination des biens, services et construction

See herein – voir aux présentes

Invoices to be sent to — Factures envoyés à :

Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Aug 31/2021

Signature   Date

Name, title of person authorized to sign (type or print) — Nom et tire du signataire autorisé (caractère d'impression)

PRESIDENT

Contracting Authority — Autorité contractante :
Teagan Léger

Telephone No. — No de téléphone:
N/A

E-Mail Address — Adresse Courriel:
teagan.leger@cbsa-asfc.gc.ca

Previous Total Cost (GST incl.) / Coût total antérieur (tax incl.)	**Currency Type - Genre de devise :**
$1,726,075.00	
Amendment Value (GST incl.) / Valeur de la modification (tax incl.)	CAD
$0	
Revised Value (GST incl.) / Valeur révisée (tax incl.)	
$1,726,075.00	

Vendor / Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur :

VENDOR : TRM Technologies, Inc.
ADDRESS : 1000-280 Albert Street, Ottawa, ON, K1P 5G8
CONTACT PERSON: Angeleen Nayak
TELEPHONE No. : 613-722-8843 ext. 106
EMAIL ADRESS : Anayak@trm.ca

Signed for the President by — Signé pour le Président par :

LECLAIR MEAGAN
Digitally signed by LECLAIR MEAGAN
DN: C=ca, O=gc, OU=cra-arc, OU=PERSONNEL, CN=LECLAIR MEAGAN + SERIALNUMBER=2017348101939252
Reason: I am the author of this document
Location: your signing location here
Date: 2021-08-31 08:50:11
Foxit PhantomPDF Version: 10.0.1

Signature   Date

Name and Position Title — Nom et Titre du poste

Meagan Leclair
A/Team Lead
Strategic Procurement Division (SPD)

Canada Border Services Agency | Agence des services frontaliers du Canada

Contract No. - Numéro de contrat : 5500000944

Amendment 001 is raised to make the following changes:

1) extend the Contract Period of the Contract
2) change the Contracting Authority

At section 7.6 CONTRACT PERIOD

DELETE in its entirety:

a. **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
    i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends five (5) years later.

INSERT:

a. The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
    i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends March 31st, 2023.

At section 7.7 AUTHORITIES

DELETE in its entirety:

a. **Contracting Authority**
The Contracting Authority for the Contract is:

Name:	Robert Penwarden
Title:	A/Team Leader, SPMMD
Organization:	Canada Border Services Agency
Address:	355 North River Road, 17th Floor, Tower B, Ottawa, ON, K1A 0L8
Telephone:	343-291-5669
E-mail address:	Robert.Penwarden@cbsa-asfc.gc.ca

INSERT:

a. **Contracting Authority**
The Contracting Authority for the Contract is:

Name:	Teagan Léger
Title:	Contracts Officer, SPD
Organization:	Canada Border Services Agency
Address:	355 North River Road, 17th Floor, Tower B, Ottawa, ON, K1A 0L8
E-mail address:	Teagan.Leger@cbsa-asfc.gc.ca

*****All other terms and conditions remain unchanged*****

Canada Border Services Agency   Agence des services frontaliers du Canada

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road – 355 ch. River nord
17th Floor – 17ième étage
Ottawa ON
K1A 0L8

Title — Subjet:
TBIPS SA – Enterprise Architect(s) Level 3

Contract No. — No du contract:
5500000944

Contract — Contrat

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.
Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

D.D.P. — D.D.P.:
Destination of Goods, Services, And Construction —
Destination des biens, services et construction
See herein — voir aux présentes

Invoices to be sent to — Factures Envoyer à :
Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca (Preferred)
(National Invoice Reception Unit)
105 Rue McGill #250-01
Montreal Quebec H2Y 2E7

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature   2017/09/29   Date

Name, title of person authorized to sign (type or print) —
Nom et tire du signataire autorisé (caractère d'impression)
PRESIDENT

Contracting Authority — Autorité contractante :
Robert Penwarden

Telephone No. — No de telephone: (343) 291-5669	Fax No. — No de télécopieur : (343) 291-5722
E-Mail Address — Courriel: Robert.Penwarden@cbsa-asfc.gc.ca	
Total Estimated Cost (HST incl.) /Coût total estimatif (TVH incl.): $1,726,075.00	Currency Type – Genre de devise : CAD

Vendor / Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur :

TRM Technologies, Inc.
1000-280 Albert Street,
Ottawa, ON, K1P 5G8

Signed for the President by — Signé pour le Président par :

Signature   2017/09/27   Date

Name and Position Title — Nom et Titre du poste

Cedric Pilon
A/Director, SPMMD
Canada Border Services Agency

Canada Border Services Agency | Agence des services frontaliers du Canada

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road – 355 ch. River nord
17th Floor – 17ieme étage
Ottawa ON
K1A 0L8

Contract — Contrat

Title — Subjet:
TBIPS SA Enterprise Architect(s) Level 3

Contract No. — No du contract:
5500000944

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.
Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

D.D.P. — D.D.P.:
Destination of Goods, Services, And Construction — Destination des biens, services et construction
See herein — voir aux présentes

Invoices to be sent to — Factures Envoyer à :
Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca (Preferred)
(National Invoice Reception Unit)
105 Rue McGill #250-01
Montreal Quebec H2Y 2E7

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature ____________________ Date ____________

Name, title of person authorized to sign (type or print) — Nom et tire du signataire autorisé (caractère d'impression)

Contracting Authority — Autorité contractante : Robert Penwarden	
Telephone No. — No de telephone: (343) 291-5669	Fax No. — No de télécopieur : (343) 291-5722
E-Mail Address — Courriel: Robert.Penwarden@cbsa-asfc.gc.ca	
Total Estimated Cost (HST incl.) /Coût total estimatif (TVH incl.): $1,726,075.00	Currency Type – Genre de devise : CAD

Vendor / Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur :

TRM Technologies, Inc.
1000-280 Albert Street,
Ottawa, ON, K1P 5G8

Signed for the President by — Signé pour le Président par :

Signature 2017/09/27 Date

Name and Position Title — Nom et Titre du poste

Cedric Pilon
A/Director, SPMMD
Canada Border Services Agency

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Annex A - Statement of Work
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Annex B - Security Requirements Check List (SRCL)
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CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

7.1 REQUIREMENT

a. TRM Technologies Inc. (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

b. **Client(s)**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

c. **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

d. **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

e. **Location of Services:** Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

7.2 TASK AUTHORIZATION ("TA")

a. **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract is on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

b. **Evaluation and Qualification of Additional Resources:** Resources who are being proposed in response to a TA who were not qualified at bid closing must meet all mandatory requirements and the minimum score of the Technical Criteria, as per Attachment 1 to Part 4 of the Solicitation, for the resource category under which they are being proposed.

c. **Form and Content of Task Authorization:**
   i. If a requirement for a specific task is identified, a draft "statement of task" in a draft TA using the form specified in Appendix A to Annex A will be prepared by the Client and sent to the Contractor by the Contracting Authority. Once it receives the statement of task, the Contractor must submit a response to the Contracting Authority identified in the TA detailing the cost and time to complete the task.
   ii. The draft Task Authorization will contain the details of the activities to be performed, and must contain the following information, if applicable:

      A. a task number;

B. The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
C. the details of any financial coding to be used;
D. the category of resources and the number required;
E. a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
F. the start and completion dates;
G. milestone dates for deliverables and payments (if applicable);
H. the number of person-days of effort required;
I. whether the work requires on-site activities and the location;
J. the language profile of the resources required;
K. the level of security clearance required of resources;
L. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
M. any other constraints that might affect the completion of the task.

d. **Contractor's Response to Draft Task Authorization:** The Contractor must provide the Technical Authority, within **two (2)** working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

e. **Approval Process:** If Canada approves the Contractor's task response, Canada (by its authorized representative, as described in this contract) will issue the TA by forwarding a fully signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.

f. **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

To be validly issued, a TA must include the following signature(s):

A. for any TA with a value less than or equal to $0.00 (including Applicable Taxes), the TA must be signed by the Technical Authority and the Contracting Authority; and
B. for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

g. **Periodic Usage Reports:**
    i. The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below.. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

ii. The quarterly periods are defined as follows:

    A. April 1 to June 30;
    B. July 1 to September 30;
    C. October 1 to December 31; and
    D. January 1 to March 31.

    The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

iii. Each report must contain the following information for each validly issued TA (as amended):
    A. the Task Authorization number and the Task Authorization Revision number(s), if applicable;
    B. a title or a brief description of the task;
    C. the name, Resource category and level of each resource involved in performing the TA, as applicable;
    D. the total estimated cost specified in the TA (GST or HST extra);
    E. the total amount (GST or HST extra) expended to date;
    F. the start and completion date; and
    G. the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

iv. Each report must also contain the following cumulative information for all the validly issued TAs (as amended):
    A. the amount (GST or HST extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
    B. the total amount, GST or HST extra, expended to date against all validly issued TA's.

h. **Refusal of Task Authorizations:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex C. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

i. **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

7.3 MINIMUM WORK GUARANTEE

a. In this clause,
    i. "**Maximum Contract Value**" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and
    ii. "**Minimum Contract Value**" means 5 % of the Maximum Contract Value on the date the contract is first issued.

b. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

c. In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.

d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract:
   i. for default.
   ii. for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
   iii. for convenience within ten business days of Contract award.

7.4 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

a. **General Conditions :**

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 04 of Section 41 - Integrity Provisions - Contract, of General Conditions 2035 referenced above is replaced by:

> During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

> 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
>
> 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
>
> > (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
> >
> > (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
>
> 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

7.5 SECURITY REQUIREMENT

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "B" to Part B to the Supply Arrangement, applies to the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#06

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex B;
    b. *Industrial Security Manual* (Latest Edition).

7.5.1 ADDITIONAL SECURITY REQUIREMENT:

The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security - Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

***Fees are applicable. Fingerprinting, if required, will be at the Bidder's cost.**

7.6 CONTRACT PERIOD

a. **Contract Period** : The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

    i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends five (5) years later.

7.7 AUTHORITIES

a. **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Robert Penwarden
Title: A/Team Leader, SPMMD
Organization: Canada Border Services Agency
Address: 355 North River Road, 17th Floor, Tower B, Ottawa, Ontario K1A 0L8
Telephone: 343-291-5669
E-mail address: Robert.Penwarden@cbsa-asfc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. **Technical Authority**

The Technical Authority for the Contract is:

Name: Bruno Ouellet
Title: Director, Enterprise Architecture
Organization: Canada Border Services Agency
Address: 355 North River Road, 17th Floor, Tower B, Ottawa, Ontario K1A 0L8
Telephone: 343-291-7388
E-mail address: Bruno.Ouellet@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c. **Contractor's Representative**

Name:
Title: VP Sales
Organization: TRM Technologies Inc.
Address: 1000 - 280 Albert Street, Ottawa, ON K1P 5G8
Telephone:
E-mail address:

7.8 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.9 PAYMENT

a. **Basis of Payment:**

One or more of the basis of payment options below will be specified in the TA:

i. **Professional Services provided under a Task Authorization with a Limitation of Expenditure:** For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex C, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

ii. **Professional Services provided under a Task Authorization with a Firm Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex C, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

iii. **Professional Services provided under a Task Authorization with a Ceiling Price:** For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the ceiling price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex C, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

iv. **Pre-Authorized Travel and Living Expenses:**

Canada will not pay any travel or living expenses associated with performing the Work.

v. **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

vi. **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

vii. **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitments to purchase specific amounts or values of services are described elsewhere in the Contract.

b. **Limitation of Expenditure:** (Cumulative Total of all Approved Task Authorizations) Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

i. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

A. It is 75 percent committed, or

B. 4 months before the Contract expiry date, or

C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

c. **Methods of Payment - Approved TA:** One or more of the following methods of payment will form part of the approved TA:

For a Firm Price TA:

(a) **Single Payment:** Canada will pay the Contractor on a single basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work performed has been accepted by Canada.

(b) **Milestone Payment:** Canada will pay the Contractor on a milestone basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all required certificates have been signed by the respective authorized representatives; all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

For the Work specified in an approved TA subject to a cost reimbursable to a limitation of expenditure or ceiling price:

(c) **Single Payment:** Canada will pay the Contractor on a single basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work performed has been accepted by Canada.

(d) **Monthly Payment:** Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work performed has been accepted by Canada.

d. **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

e. **Payment Credits**

i. **Failure to Provide Resource:**

A. If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of *10 days*.

B. **Corrective Measures:** If credits are payable under this Article for *two consecutive months* or for *three months in any twelve-month period*, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and *20 working days* to rectify the underlying problem.

C. **Termination for Failure to Meet Minimum Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor *3 months'* written notice of its intent, if any of the following apply :

1. the total amount of credits for a given monthly billing cycle reach a level of *10%* of the total billing for that month; or
2. the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

ii. **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.

iii. **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

iv. **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

v. **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

vi. **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

f. **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.10 INVOICING INSTRUCTIONS

a. The Contractor must submit invoices in accordance with the information required in the General Conditions.

b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

d. The Contractor will submit invoices on its own form, which will include:

    (i) the date;
    (ii) the Contractor name and address;
    (iii) the Destination
    (iv) Standing Offer/Supply Arrangement number;
    (v) Contract serial number;
    (vi) Financial codes, including GST or HST (as applicable) registration number;
    (vii) Description of the Work
    (viii) Category(ies) of Personnel and number of days worked;
    (ix) Firm Per Diem Rate on which the total dollar amount of the invoice is based;
    (x) the amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately;
    (xi) Client Reference Number (CRN);
    (xii) Business Number (BN); and
    (xiii) Total value billed to date and the dollar amount remaining in the Contract to date.

e. The Contractor must send the original and one copy of the invoice to the Technical Authority`s paying office (CBSA Finance) at the following location on a monthly basis:

All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

Email: Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries.

Direct Deposit:
The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact ca-ci@cbsa-asfc.gc.ca to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

***IMPORTANT NOTE:* If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

7.11 CERTIFICATIONS

a. Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

b. **SACC Manual Clauses:**

A3010T (2010-08-16), Education and Experience:

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

7.12 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY CONTRACTOR

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

7.13 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Ontario.

7.14 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
b. General Conditions 2035 (2016-04-04);
c. Annex A, Statement of Work;
    i. Appendix A to Annex A - Task Authorization (TA) Form;
d. Annex C, Basis of Payment;
e. Annex B, Security Requirements Check List;
    i. Attachment 1 to Annex B – Security Guide
f. the signed Task Authorizations including any required Certifications;
g. Supply Arrangement Number EN578-170432/297/EI (the "**Supply Arrangement**")
h. the Contractor's bid dated April 26th, 2017.

7.15 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.16 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

    a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

    b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

    c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

    d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

    e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

    f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

    g. Employees and, if applicable, Volunteers must be included as Additional Insured.

    h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

[illegible] Information Act
ASFC - Divulgation en vertu de la Loi sur l'Accès à l'information.

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

   Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.17 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

b. **First Party Liability** :
   i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to :
      A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
      B. physical injury, including death.
   ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
   iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
   iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
   v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :

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A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00 , whichever is more.

vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. **Third Party Claims :**
   i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
   ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
   iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

7.18 PROFESSIONAL SERVICES - GENERAL

a. The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
b. If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
c. In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
    a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
    b. security information on the proposed replacement as specified by Canada, if applicable.

    The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
    a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
    b. assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).
3. Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.19 SAFEGUARDING ELECTRONIC MEDIA

a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.20 REPORTING REQUIREMENTS

The Contractor must provide reports identified in the Task Authorization or the Statement of Work, if any, to the Technical Authority and or the Contracting Authority.

7.21 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract and issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract,

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and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.22 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.23 GOVERNMENT PROPERTY

Canada agrees to supply the Contractor with the items listed in the statement of work (the "**Government Property**"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

7.24 TRANSITION SERVICES AT END OF CONTRACT PERIOD

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to three months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no charge for these services.

7.25 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.26 NON-DISCLOSURE AGREEMENT

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, which can be found in Annex "D", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

ANNEX A - STATEMENT OF WORK

TITLE

CBSA requires as and when requested services of two (2) Enterprise Architect Level 3 to work and assist in the deliverables in support of the Enterprise Business Architecture team

BACKGROUND

CBSA was created in 2003 as part of major restructuring of the public safety portfolio in response to the events of 9/11 2001. In its first five years, CBSA's focus was on the transitioning and integration of the selected portfolios from Canada Customs and Revenue Agency, Citizenship and Immigration Canada, and the Food Inspection Agency. During the transition, CBSA maintained the services and service levels that were provided by the three legacy organizations while initiating incremental changes to the CBSA service delivery.

In fiscal 2008-09, CBSA initiated a change agenda with the goal of achieving greater efficiency, increase emphasis on public safety while facilitating the flow of legitimate goods and people across the Canadian border. As part of the change agenda, a cross-agency team was formed to support the development and analysis of business models with the goal of creating a transformation strategy and a maintainable asset. This team created an initial set of models that describe (at a high-level) what CBSA does.

In fiscal years 2009-10 and 2010-11, the initial work of the cross-agency team was leveraged to build a consolidated and integrated set of business models that reflect what CBSA does to deliver its legislated mandate and to create a business architecture capability to manage and apply the business models to the Agency. During this period, the business architecture capability has been applied to strategic planning, performance measurement, service strategy and business requirements management for eManifest and major projects.

OBJECTIVE

The objective is to acquire resources that have the expertise in Enterprise and Business architecture area to guide and support program areas and IT architecture to advance the Travellers and Commercial projects at the CBSA.

SCOPE

The focus of this statement of work is to build upon the work of the past four years and fully integrate the business architecture capability with the enterprise architecture program with the goal of improving the integration of the business of CBSA with its core capabilities including information and other technologies. Success of the continued work will require the ability to integrate the business architecture capability with TOGAF® 9 and the demand driven service oriented approaches to business architecture articulated in the Government Strategic Reference Model (GSRM) and the related methods described by the Treasury Board Secretariat's Business Transformation Enablement Program (BTEP). Also key to success is the ability to maintain the results of this work in an integrated repository.

The work on the project will include but not limited to the following:

4.1.1 The development of business architecture artifacts as they relate to TOGAF® and the GSRM;
4.1.2 The harvesting/development of logical business models to show both the "as is" and "to be" states of service processes related to specific CBSA programs;
4.1.3 Facilitate meetings with key staff assigned to this effort in order to define, test, and agree upon information collection, modeling and analytical approaches;
4.1.4 Facilitate meetings with stakeholders within CBSA;
4.1.5 Participate in the planning, design, and conduct of meetings with external stakeholders;
4.1.6 Provide mentoring and ad hoc training to the working group members; and
4.1.7 Provide other advice on enterprise business architecture as required.

TASKS AND ACTIVITIES

The Enterprise Architect, Level 3 will be working with the following:

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- TOGAF® 9;
- Governments of Canada Strategic Reference Model (GSRM);
- The CBSA Agency Business Model Framework
- The integration of GSRM and TOGAF® 9;
- The integration of business architecture within the context of an overall Enterprise Architecture program;
- The integration of enterprise architecture with strategic planning;
- The application of business architecture to business requirements management; and
- Risk management and public safety community.

The Enterprise Architect Level 3 will be responsible for, but not limited to doing the following:

5.1.1 Using the CBSA's Agency Business Model Framework facilitate the extension and maintenance of the Enterprise Business Architecture, and the Enterprise Architecture Program;
5.1.2 Provide customized training and mentoring to staff on the application of CBSA's Agency Business Model Framework and its integration within the project management and enterprise architecture processes;
5.1.3 Develop guidance on the application of business architecture within CBSA;
5.1.4 Lead staff assigned to this effort in the identification opportunities for consolidation of common processes and common information systems;
5.1.5 Lead staff assigned to this effort in the identification of activities which are candidates for process improvement;
5.1.6 Facilitate meetings and workshops;
5.1.7 Develop business models and process models as required;
5.1.8 Create presentations and present to various stakeholders, and facilitate meetings and discussions; and,
5.1.9 Review all work products for consistency and correctness.

DELIVERABLES AND ASSOCIATED SCHEDULE

Each Task Authorization will specify the deliverables to be produced as well as the associated schedule. Work is ongoing and based on project plans and schedules. Schedules will be determined as far as in advance as possible based on monthly status reports from key stakeholders.

The Enterprise Architect Level 3 may be required to deliver, but not limited to, the following:

- 7.1.1 Maintain the Agency Business Model Framework ensuring that the framework and guidance reflects the practices as implemented;
- 7.1.2 Manage the development and implementation of an architectural improvement plan;
- 7.1.3 Coach, mentor and train the organization to perform enterprise business architecture using TOGAF® and GSRM-BTEP methods;
- 7.1.4 Participate in the development of the business models and process models as required;
- 7.1.5 Create and deliver presentations to various stakeholders, and facilitate meetings and discussions to support the use of GSRM and BTEP;
- 7.1.6 Using the BTEP-GSRM methodologies, customize an approach to creating the business models;
- 7.1.7 Coach, mentor and train the organization to perform enterprise business architecture using GSRM-BTEP methods; and,
- 7.1.8 Create and deliver presentations to various stakeholders, and facilitate meetings and discussions.

Technical Documentation will be created using Microsoft Word, Excel, PowerPoint, Project and Visio, with templates provided, unless otherwise directed by the Project Authority.

CONSTRAINTS

At no time and in no way is CBSA data to be removed from CBSA sites, nor will access to or from the Contractor's IT systems through the use of a session or ling (e.g. VPN) be permitted. The contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

The CBSA's working hours are between 08:00 to 18:00 Monday through Friday, except for Statutory Holidays where Government Offices are closed. These are core hours and are not representative of the duration of a Contractor's work

[illegible] to Information Act
ASFC - Divulgation en vertu de la loi sur l'Accès à l'information.

day. The hours that the Contractor will work will be specified in the TA and are expected to be 7.5 hours daily, within the core hours. All proposed personnel must be available to work outside normal office hours during the duration of the Contract. The Technical/Project Authority will advise the Contractor as soon as possible of any required work outside standard working hours.

METHOD AND SOURCE OF ACCEPTANCE

All services rendered under the Contract/TAs are subject to inspection by the Project Authority.

LANGUAGE

The proposed Resource will be required to perform the work in English. Every individual proposed in its bid will be fluent in English. The individual proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

REPORTING REQUIREMENTS

If a TA has been authorized, the resource must provide a weekly status report in MS Word electronically to the Project Authority outlining what work was undertaken during the reporting period, what work is still outstanding, and any issues or concerns that the resource wants to identify to the attention of the Project Authority. The status reports must also be supported by a monthly detailed time sheet mapped to deliverables, using standard template.

LOCATION OF WORK

The work is expected to be performed on CBSA premises located at 333 North River Road, Ottawa, Ontario, K1A 0L8 or an alternative CBSA location in the National Capital Region.

There is no travel requirement under this Contract.

CLIENT SUPPORT

The Project Authority will ensure that the Contractor's resource is provided with:

- Security access to the building;
- Workstation and network access; and
- Access to relevant project/architecture documentation.

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

APPENDIX A TO ANNEX A - TASK AUTHORIZATION (TA) FORM

TASK AUTHORIZATION	
Contractor:	**Contract Number:**
Task Number:	**Date:**
Amendment Number:	**Date:**

1. **TA Request**
(For completion by Technical Authority)

Background/Objective:

This section should provide context for the work and a high level outcome. For example: This is the 1st phase of the project so the focus is only on certain aspects of the work. This will assist the procurement officer in their review and will distinguish from previous or subsequent TAs.

Tasks:

This section lists the detailed and specific tasks the resource is required to perform to achieve the outcome.

Deliverables and Associated Schedule:

This section lists the detailed deliverables the resource must produce along with the due dates of when they must submit them. The description of the deliverables should make it clear to the supplier and their resource what constitutes an acceptable deliverable so there is no ambiguity in terms of the quality we expect. If we do not provide this, we have little to no recourse for poor performance.

Format of Deliverables:

2. PERIOD OF SERVICES	**From:** ___________	**To:** _______________
3. Work Location		
4. Other Conditions /Restraints	**[ ] Yes [ ] No Specify:**	
5. Travel	**[ ] Yes [ ] No Specify:**	
6. Basis of Payment	**Limitation of Expenditure [ ]** **Firm Price [ ]**	**Ceiling Price [ ]**

7. METHOD OF PAYMENT:

☐ Single ☐ Monthly ☐ Milestones

8. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL

[ ] Reliability Status [ ] Confidential [ ] Secret [ ] Not Applicable

9. BILINGUALISM (if applicable)

[ ] English and French [ ] French [ ] English

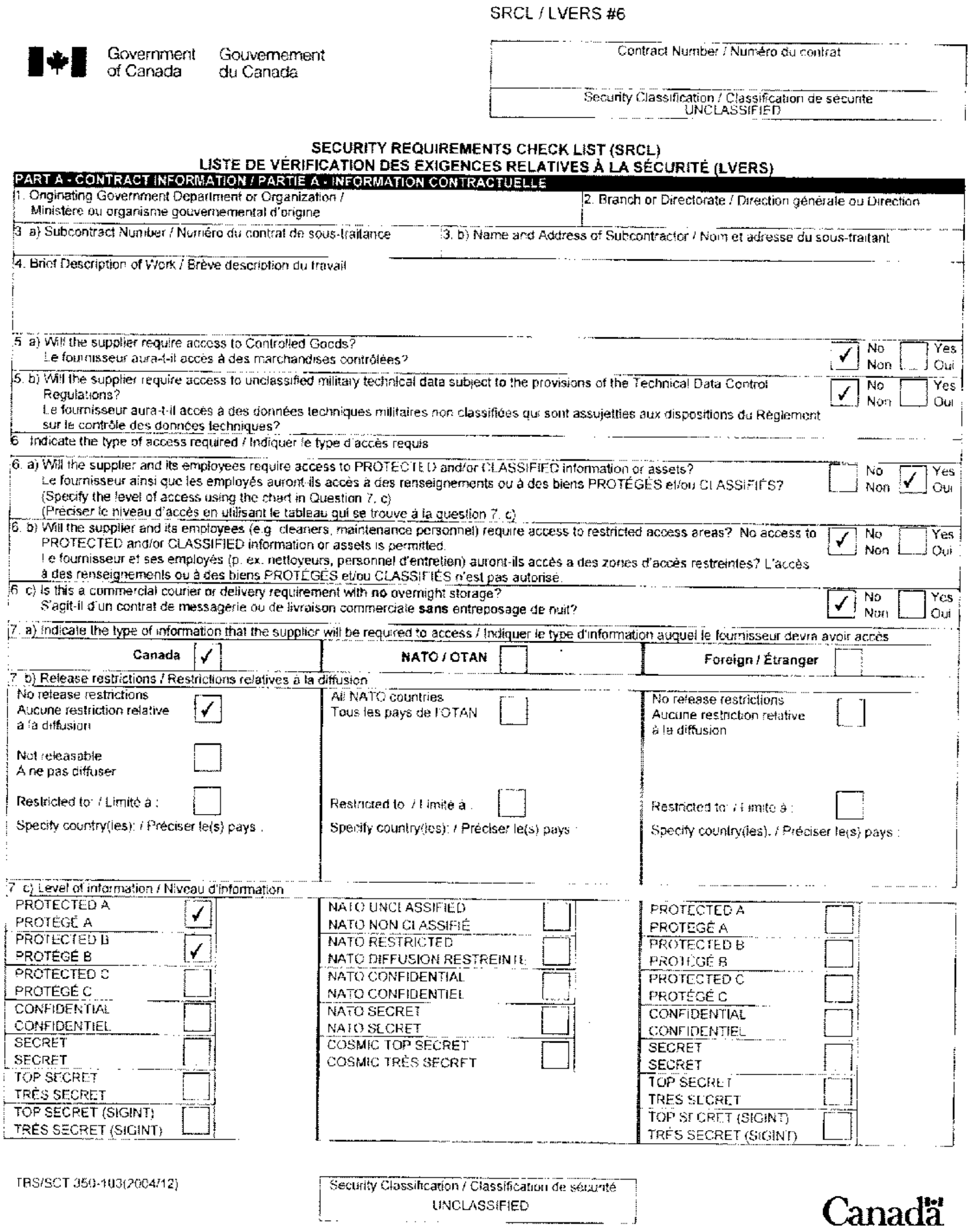
TA Proposal
[For completion by Contractor]

10. Estimated Cost Contract

Category of Proposed Resource	**Firm Per Diem Rate**	**Estimated # of Days**	**Total cost**

Sub-total Professional Fees:			$
HST:			$
Total:			$
TA Approval			
11. Signing Authorities			
	Signatures of Authorized Representatives		Date
Name & Title of Individual Authorized to Sign on Behalf of Contractor:			
Name & Title of Individual Authorized to Sign Pursuant to sub-section 32(1) of the *Financial Administration Act*:			
Name & Title of Contracting Authority:			
12. Invoicing			
Payment to be made based on receipt of detailed invoices for services rendered, subject to full acceptance by the Project Authority. Total of payments not to exceed the grand total. The supplier should invoice in ¼, ½, ¾ or whole day increments. For example 1.00, 1.25, 1.50 or 1.75 days. **Invoices must be sent electronically via email to:**			
Financial Coding:			

ANNEX B - SECURITY REQUIREMENTS CHECK LIST



SRCL / LVERS #6

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine

2. Branch or Directorate / Direction générale ou Direction

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? ☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A ☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☐	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☐	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☐ CONFIDENTIAL CONFIDENTIEL	☐ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET– SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ____________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

Security Classification / Classification de sécurité
UNCLASSIFIED

Government of Canada / Gouvernement du Canada

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UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	PROTECTED / PROTÉGÉ B	PROTECTED / PROTÉGÉ C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada Border Services Agency | Agence des services frontaliers du Canada

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Bruno Ouellet	**Title - Titre** Director Enterprise Architecture	Signature

Telephone no. - N° de téléphone (343) 291-1398	**Facsimile - Télécopieur** (343) 291-7381	E-mail address - Adresse courriel bruno.ouellet@cbsa-asfc.gc.ca	**Date** 2016-10-25

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) AHMED SALAH	Title - Titre SECURITY SPECIALIST	Signature

Telephone no. - N° de téléphone 343-291-3371	Facsimile - Télécopieur	E-mail address - Adresse courriel ahmed.salah@cbsa-asfc.gc.ca	Date 2016/11/21

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☑ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Robert Penwarden	Title - Titre A/Team Leader	Signature Robert Penwarden

Telephone no. - N° de téléphone 343-291-5669	Facsimile - Télécopieur	E-mail address - Adresse courriel Robert.Penwarden@cbsa-asfc.gc.ca	Date Aug 21/17

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature

Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date

ANNEX C - BASIS OF PAYMENT

A. CONTRACT PERIOD

During the period of the contract, the Contractor will be paid as specified below for work performed in accordance with the contract.

1.0 LABOR

The Contractor will be paid as specified below for work performed in accordance with the Contract.

Category of personnel and level	Firm all-inclusive per diem rate (GST/HST extra)
P.2 Enterprise Architect	

1.1 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked X applicable firm per diem rate}}{\text{7.5 hours}}$$

(i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.

(iii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to terms of payment.

1.2 GST/HST

(a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

(b) The estimated HST is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.

(c) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

(d) The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as and when requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.

2.0 TRAVEL AND LIVING EXPENSES

Total Estimated Cost of Travel and Living Expenses: $0.00

ANNEX D - NON-DISCLOSURE AGREEMENT

The successful resource(s) will be required to sign the agreement prior to commence any work under this contract. The document will be completed at contract award.

I, ______________________________, recognize that in the course of my work as an employee or subcontractor of ______________________________, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. ____________ between Her Majesty the Queen in right of Canada, represented by Canada Border Services Agency and ______________________________, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.
I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: ____________.

____
Signature

____
Date

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

Canada Border Services Agency | Agence des services frontaliers du Canada

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road – 355 ch. River nord
17th Floor – 17ieme étage
Ottawa ON
K1A 0L8

Contract — Contrat

Title — Subjet:	TBIPS SA – Enterprise Architect(s) Level 3
Contract No. — No du contract:	5500000944

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.
Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

D.D.P. — D.D.P.:
Destination of Goods, Services, And Construction —
Destination des biens, services et construction
See herein — voir aux présentes

Invoices to be sent to — Factures Envoyer à :
Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca (Preferred)
(National Invoice Reception Unit)
105 Rue McGill #250-01
Montreal Quebec H2Y 2E7

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat : Signature Date Name, title of person authorized to sign (type or print) — Nom et tire du signataire autorisé (caractère d'impression)	Contracting Authority — Autorité contractante : Robert Penwarden	
	Telephone No. — No de telephone: (343) 291-5669	Fax No. — No de télécopieur : (343) 291-5722
	E-Mail Address — Courriel: Robert.Penwarden@cbsa-asfc.gc.ca	
	Total Estimated Cost (HST incl.) /Coût total estimatif (TVH incl.): $1,726,075.00	Currency Type – Genre de devise : CAD

Vendor / Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur : TRM Technologies, Inc. 1000-280 Albert Street, Ottawa, ON, K1P 5G8	Signed for the President by — Signé pour le Président par : Signature Date
	Name and Position Title — Nom et Titre du poste Cedric Pilon A/Director, SPMMD Canada Border Services Agency

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List of Annexes to the Resulting Contract:
Annex A - Statement of Work
Appendix A to Annex A - Task Authorization (TA) Form
Annex B - Security Requirements Check List (SRCL)
Annex C - Basis of Payment
Annex D - Non-Disclosure Agreement

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

7.1 REQUIREMENT

a. TRM Technologies Inc. (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

b. **Client(s):** Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

c. **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

d. **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

e. **Location of Services:** Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

7.2 TASK AUTHORIZATION ("TA")

a. **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract is on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

b. **Evaluation and Qualification of Additional Resources:** Resources who are being proposed in response to a TA who were not qualified at bid closing must meet all mandatory requirements and the minimum score of the Technical Criteria, as per Attachment 1 to Part 4 of the Solicitation, for the resource category under which they are being proposed.

c. **Form and Content of Task Authorization:**
   i. If a requirement for a specific task is identified, a draft "statement of task" in a draft TA using the form specified in Appendix A to Annex A will be prepared by the Client and sent to the Contractor by the Contracting Authority. Once it receives the statement of task, the Contractor must submit a response to the Contracting Authority identified in the TA detailing the cost and time to complete the task.
   ii. The draft Task Authorization will contain the details of the activities to be performed, and must contain the following information, if applicable:

      A. a task number;

B. The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
C. the details of any financial coding to be used;
D. the category of resources and the number required;
E. a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
F. the start and completion dates;
G. milestone dates for deliverables and payments (if applicable);
H. the number of person-days of effort required;
I. whether the work requires on-site activities and the location;
J. the language profile of the resources required;
K. the level of security clearance required of resources;
L. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
M. any other constraints that might affect the completion of the task.

d. **Contractor's Response to Draft Task Authorization:** The Contractor must provide the Technical Authority, within **two (2)** working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

e. **Approval Process:** If Canada approves the Contractor's task response, Canada (by its authorized representative, as described in this contract) will issue the TA by forwarding a fully signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.

f. **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

To be validly issued, a TA must include the following signature(s):

A. for any TA with a value less than or equal to $0.00 (including Applicable Taxes), the TA must be signed by the Technical Authority and the Contracting Authority; and
B. for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

g. **Periodic Usage Reports:**

i. The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below.. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

ii. The quarterly periods are defined as follows:

  A. April 1 to June 30;
  B. July 1 to September 30;
  C. October 1 to December 31; and
  D. January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

iii. Each report must contain the following information for each validly issued TA (as amended):
  A. the Task Authorization number and the Task Authorization Revision number(s), if applicable;
  B. a title or a brief description of the task;
  C. the name, Resource category and level of each resource involved in performing the TA, as applicable;
  D. the total estimated cost specified in the TA (GST or HST extra);
  E. the total amount (GST or HST extra) expended to date;
  F. the start and completion date; and
  G. the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

iv. Each report must also contain the following cumulative information for all the validly issued TAs (as amended):
  A. the amount (GST or HST extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
  B. the total amount, GST or HST extra, expended to date against all validly issued TA's.

h. **Refusal of Task Authorizations:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex C. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

i. **Consolidation of TAs for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

7.3 MINIMUM WORK GUARANTEE

a. In this clause,
  i. "**Maximum Contract Value**" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and
  ii. "**Minimum Contract Value**" means 5 % of the Maximum Contract Value on the date the contract is first issued.

b. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

c. In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.
d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract:
    i. for default.
    ii. for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
    iii. for convenience within ten business days of Contract award.

7.4 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

a. **General Conditions :**

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 04 of Section 41 – Integrity Provisions - Contract, of General Conditions 2035 referenced above is replaced by:

> During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

> 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
>
> 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
>
> > (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
> >
> > (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
>
> 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

7.5 SECURITY REQUIREMENT

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "B" to Part B to the Supply Arrangement, applies to the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#06

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex B;
    b. *Industrial Security Manual* (Latest Edition).

7.5.1 ADDITIONAL SECURITY REQUIREMENT:

The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security - Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

***Fees are applicable. Fingerprinting, if required, will be at the Bidder's cost.**

7.6 CONTRACT PERIOD

a. **Contract Period** : The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

    i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends five (5) years later.

7.7 AUTHORITIES

a. **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Robert Penwarden
Title: A/Team Leader, SPMMD
Organization: Canada Border Services Agency
Address: 355 North River Road, 17th Floor, Tower B, Ottawa, Ontario K1A 0L8
Telephone: 343-291-5669
E-mail address: Robert.Penwarden@cbsa-asfc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. **Technical Authority**

The Technical Authority for the Contract is:

Name: Bruno Ouellet
Title: Director, Enterprise Architecture
Organization: Canada Border Services Agency
Address: 355 North River Road, 17th Floor, Tower B, Ottawa, Ontario K1A 0L8
Telephone: 343-291-7388
E-mail address: Bruno.Ouellet@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c. **Contractor's Representative**

Name:
Title: VP Sales
Organization: TRM Technologies Inc.
Address: 1000 - 280 Albert Street, Ottawa, ON K1P 5G8
Telephone:
E-mail address:

7.8 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.9 PAYMENT

a. **Basis of Payment:**

One or more of the basis of payment options below will be specified in the TA:

i. **Professional Services provided under a Task Authorization with a Limitation of Expenditure:** For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex C, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

ii. **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex C, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

iii. **Professional Services provided under a Task Authorization with a Ceiling Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the ceiling price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex C, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

iv. **Pre-Authorized Travel and Living Expenses:**

Canada will not pay any travel or living expenses associated with performing the Work.

v. **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

vi. **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

vii. **Purpose of Estimates**: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitments to purchase specific amounts or values of services are described elsewhere in the Contract.

b. **Limitation of Expenditure:** (Cumulative Total of all Approved Task Authorizations) Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

i. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

A. It is 75 percent committed, or

B. 4 months before the Contract expiry date, or

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C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

c. **Methods of Payment - Approved TA:** One or more of the following methods of payment will form part of the approved TA:

For a Firm Price TA:

(a) **Single Payment:** Canada will pay the Contractor on a single basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work performed has been accepted by Canada.

(b) **Milestone Payment:** Canada will pay the Contractor on a milestone basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all required certificates have been signed by the respective authorized representatives; all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

For the Work specified in an approved TA subject to a cost reimbursable to a limitation of expenditure or ceiling price:

(c) **Single Payment:** Canada will pay the Contractor on a single basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work performed has been accepted by Canada.

(d) **Monthly Payment:** Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work performed has been accepted by Canada.

d. **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

e. **Payment Credits**

i. **Failure to Provide Resource:**

A. If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of *10 days*.

B. **Corrective Measures:** If credits are payable under this Article for *two consecutive months* or for *three months in any twelve-month period*, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and *20 working days* to rectify the underlying problem.

C. **Termination for Failure to Meet Minimum Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor *3 months'* written notice of its intent, if any of the following apply :

1. the total amount of credits for a given monthly billing cycle reach a level of *10%* of the total billing for that month; or
2. the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

ii. **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.

iii. **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

iv. **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

v. **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

vi. **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

f. **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.10 INVOICING INSTRUCTIONS

a. The Contractor must submit invoices in accordance with the information required in the General Conditions.

b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

d. The Contractor will submit invoices on its own form, which will include:

   (i) the date;
   (ii) the Contractor name and address;
   (iii) the Destination
   (iv) Standing Offer/Supply Arrangement number;
   (v) Contract serial number;
   (vi) Financial codes, including GST or HST (as applicable) registration number;
   (vii) Description of the Work
   (viii) Category(ies) of Personnel and number of days worked;
   (ix) Firm Per Diem Rate on which the total dollar amount of the invoice is based;
   (x) the amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately;
   (xi) Client Reference Number (CRN);
   (xii) Business Number (BN); and
   (xiii) Total value billed to date and the dollar amount remaining in the Contract to date.

e. The Contractor must send the original and one copy of the invoice to the Technical Authority`s paying office (CBSA Finance) at the following location on a monthly basis:

All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

Email: Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries.

Direct Deposit:
The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact ca-ci@cbsa-asfc.gc.ca to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

***IMPORTANT NOTE:* If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

7.11 CERTIFICATIONS

a. Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

b. **SACC Manual Clauses:**

A3010T (2010-08-16), Education and Experience:

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

7.12 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY CONTRACTOR

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

7.13 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Ontario.

7.14 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
b. General Conditions 2035 (2016-04-04);
c. Annex A, Statement of Work;
    i. Appendix A to Annex A - Task Authorization (TA) Form;
d. Annex C, Basis of Payment;
e. Annex B, Security Requirements Check List;
    i. Attachment 1 to Annex B – Security Guide
f. the signed Task Authorizations including any required Certifications;
g. Supply Arrangement Number EN578-170432/297/EI (the "**Supply Arrangement**")
h. the Contractor's bid dated April 26th, 2017.

7.15 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.16 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

    a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

    b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

    c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

    d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

    e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

    f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

    g. Employees and, if applicable, Volunteers must be included as Additional Insured.

    h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

   Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.17 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

b. **First Party Liability** :
   i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to :
      A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
      B. physical injury, including death.
   ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
   iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
   iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
   v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :

A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00 , whichever is more.

vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. **Third Party Claims :**

i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

7.18 PROFESSIONAL SERVICES - GENERAL

a. The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

b. If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

c. In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
    a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
    b. security information on the proposed replacement as specified by Canada, if applicable.

    The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
    a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
    b. assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).
3. Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

7.19 SAFEGUARDING ELECTRONIC MEDIA

a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.20 REPORTING REQUIREMENTS

The Contractor must provide reports identified in the Task Authorization or the Statement of Work, if any, to the Technical Authority and or the Contracting Authority.

7.21 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract and issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.22 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.23 GOVERNMENT PROPERTY

Canada agrees to supply the Contractor with the items listed in the statement of work (the "**Government Property**"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

7.24 TRANSITION SERVICES AT END OF CONTRACT PERIOD

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to three months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no charge for these services.

7.25 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.26 NON-DISCLOSURE AGREEMENT

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, which can be found in Annex "D", and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

ANNEX A - STATEMENT OF WORK

TITLE

CBSA requires as and when requested services of two (2) Enterprise Architect Level 3 to work and assist in the deliverables in support of the Enterprise Business Architecture team

BACKGROUND

CBSA was created in 2003 as part of major restructuring of the public safety portfolio in response to the events of 9/11 2001. In its first five years, CBSA's focus was on the transitioning and integration of the selected portfolios from Canada Customs and Revenue Agency, Citizenship and Immigration Canada, and the Food Inspection Agency. During the transition, CBSA maintained the services and service levels that were provided by the three legacy organizations while initiating incremental changes to the CBSA service delivery.

In fiscal 2008-09, CBSA initiated a change agenda with the goal of achieving greater efficiency, increase emphasis on public safety while facilitating the flow of legitimate goods and people across the Canadian border. As part of the change agenda, a cross-agency team was formed to support the development and analysis of business models with the goal of creating a transformation strategy and a maintainable asset. This team created an initial set of models that describe (at a high-level) what CBSA does.

In fiscal years 2009-10 and 2010-11, the initial work of the cross-agency team was leveraged to build a consolidated and integrated set of business models that reflect what CBSA does to deliver its legislated mandate and to create a business architecture capability to manage and apply the business models to the Agency. During this period, the business architecture capability has been applied to strategic planning, performance measurement, service strategy and business requirements management for eManifest and major projects.

OBJECTIVE

The objective is to acquire resources that have the expertise in Enterprise and Business architecture area to guide and support program areas and IT architecture to advance the Travellers and Commercial projects at the CBSA.

SCOPE

The focus of this statement of work is to build upon the work of the past four years and fully integrate the business architecture capability with the enterprise architecture program with the goal of improving the integration of the business of CBSA with its core capabilities including information and other technologies. Success of the continued work will require the ability to integrate the business architecture capability with TOGAF® 9 and the demand driven service oriented approaches to business architecture articulated in the Government Strategic Reference Model (GSRM) and the related methods described by the Treasury Board Secretariat's Business Transformation Enablement Program (BTEP). Also key to success is the ability to maintain the results of this work in an integrated repository.

The work on the project will include but not limited to the following:

4.1.1 The development of business architecture artifacts as they relate to TOGAF® and the GSRM;
4.1.2 The harvesting/development of logical business models to show both the "as is" and "to be" states of service processes related to specific CBSA programs;
4.1.3 Facilitate meetings with key staff assigned to this effort in order to define, test, and agree upon information collection, modeling and analytical approaches;
4.1.4 Facilitate meetings with stakeholders within CBSA;
4.1.5 Participate in the planning, design, and conduct of meetings with external stakeholders;
4.1.6 Provide mentoring and ad hoc training to the working group members; and
4.1.7 Provide other advice on enterprise business architecture as required.

TASKS AND ACTIVITIES

The Enterprise Architect, Level 3 will be working with the following:

- TOGAF® 9;
- Governments of Canada Strategic Reference Model (GSRM);
- The CBSA Agency Business Model Framework
- The integration of GSRM and TOGAF® 9;
- The integration of business architecture within the context of an overall Enterprise Architecture program;
- The integration of enterprise architecture with strategic planning;
- The application of business architecture to business requirements management; and
- Risk management and public safety community.

The Enterprise Architect Level 3 will be responsible for, but not limited to doing the following:

5.1.1 Using the CBSA's Agency Business Model Framework facilitate the extension and maintenance of the Enterprise Business Architecture, and the Enterprise Architecture Program;
5.1.2 Provide customized training and mentoring to staff on the application of CBSA's Agency Business Model Framework and its integration within the project management and enterprise architecture processes;
5.1.3 Develop guidance on the application of business architecture within CBSA;
5.1.4 Lead staff assigned to this effort in the identification opportunities for consolidation of common processes and common information systems;
5.1.5 Lead staff assigned to this effort in the identification of activities which are candidates for process improvement;
5.1.6 Facilitate meetings and workshops;
5.1.7 Develop business models and process models as required;
5.1.8 Create presentations and present to various stakeholders, and facilitate meetings and discussions; and,
5.1.9 Review all work products for consistency and correctness.

DELIVERABLES AND ASSOCIATED SCHEDULE

Each Task Authorization will specify the deliverables to be produced as well as the associated schedule. Work is ongoing and based on project plans and schedules. Schedules will be determined as far as in advance as possible based on monthly status reports from key stakeholders.

The Enterprise Architect Level 3 may be required to deliver, but not limited to, the following:

- 7.1.1 Maintain the Agency Business Model Framework ensuring that the framework and guidance reflects the practices as implemented;
- 7.1.2 Manage the development and implementation of an architectural improvement plan;
- 7.1.3 Coach, mentor and train the organization to perform enterprise business architecture using TOGAF® and GSRM-BTEP methods;
- 7.1.4 Participate in the development of the business models and process models as required;
- 7.1.5 Create and deliver presentations to various stakeholders, and facilitate meetings and discussions to support the use of GSRM and BTEP;
- 7.1.6 Using the BTEP-GSRM methodologies, customize an approach to creating the business models;
- 7.1.7 Coach, mentor and train the organization to perform enterprise business architecture using GSRM-BTEP methods; and,
- 7.1.8 Create and deliver presentations to various stakeholders, and facilitate meetings and discussions.

Technical Documentation will be created using Microsoft Word, Excel, PowerPoint, Project and Visio, with templates provided, unless otherwise directed by the Project Authority.

CONSTRAINTS

At no time and in no way is CBSA data to be removed from CBSA sites, nor will access to or from the Contractor's IT systems through the use of a session or ling (e.g. VPN) be permitted. The contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

The CBSA's working hours are between 08:00 to 18:00 Monday through Friday, except for Statutory Holidays where Government Offices are closed. These are core hours and are not representative of the duration of a Contractor's work

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

day. The hours that the Contractor will work will be specified in the TA and are expected to be 7.5 hours daily, within the core hours. All proposed personnel must be available to work outside normal office hours during the duration of the Contract. The Technical/Project Authority will advise the Contractor as soon as possible of any required work outside standard working hours.

METHOD AND SOURCE OF ACCEPTANCE

All services rendered under the Contract/TAs are subject to inspection by the Project Authority.

LANGUAGE

The proposed Resource will be required to perform the work in English. Every individual proposed in its bid will be fluent in English. The individual proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

REPORTING REQUIREMENTS

If a TA has been authorized, the resource must provide a weekly status report in MS Word electronically to the Project Authority outlining what work was undertaken during the reporting period, what work is still outstanding, and any issues or concerns that the resource wants to identify to the attention of the Project Authority. The status reports must also be supported by a monthly detailed time sheet mapped to deliverables, using standard template.

LOCATION OF WORK

The work is expected to be performed on CBSA premises located at 333 North River Road, Ottawa, Ontario, K1A 0L8 or an alternative CBSA location in the National Capital Region.

There is no travel requirement under this Contract.

CLIENT SUPPORT

The Project Authority will ensure that the Contractor's resource is provided with:

- Security access to the building;
- Workstation and network access; and
- Access to relevant project/architecture documentation.

APPENDIX A TO ANNEX A - TASK AUTHORIZATION (TA) FORM

TASK AUTHORIZATION

Contractor:	**Contract Number:**
Task Number:	**Date:**
Amendment Number:	**Date:**

1. **TA Request**
(For completion by Technical Authority)

Background/Objective:

This section should provide context for the work and a high level outcome. For example: This is the 1st phase of the project so the focus is only on certain aspects of the work. This will assist the procurement officer in their review and will distinguish from previous or subsequent TAs.

Tasks:

This section lists the detailed and specific tasks the resource is required to perform to achieve the outcome.

Deliverables and Associated Schedule:

This section lists the detailed deliverables the resource must produce along with the due dates of when they must submit them. The description of the deliverables should make it clear to the supplier and their resource what constitutes an acceptable deliverable so there is no ambiguity in terms of the quality we expect. If we do not provide this, we have little to no recourse for poor performance.

Format of Deliverables:

2. PERIOD OF SERVICES	**From:** ____________	**To:** _______________
3. Work Location		
4. Other Conditions /Restraints	[ ] Yes [ ] No **Specify:**	
5. Travel	[ ] Yes [ ] No **Specify:**	
6. Basis of Payment	**Limitation of Expenditure [ ]** **Firm Price [ ]**	**Ceiling Price [ ]**

7. METHOD OF PAYMENT:

☐ Single ☐ Monthly ☐ Milestones

8. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL

[ ] Reliability Status [ ] Confidential [ ] Secret [ ] Not Applicable

9. BILINGUALISM (if applicable)

[ ] English and French [ ] French [ ] English

TA Proposal
[For completion by Contractor]

10. Estimated Cost Contract

Category of Proposed Resource	Firm Per Diem Rate	Estimated # of Days	Total cost

		Sub-total Professional Fees:	$
		HST:	$
		Total:	$
TA Approval			

11. Signing Authorities		
	Signatures of Authorized Representatives	Date
Name & Title of Individual Authorized to Sign on Behalf of Contractor:		
Name & Title of Individual Authorized to Sign Pursuant to sub-section 32(1) of the *Financial Administration Act*:		
Name & Title of Contracting Authority:		

12. Invoicing

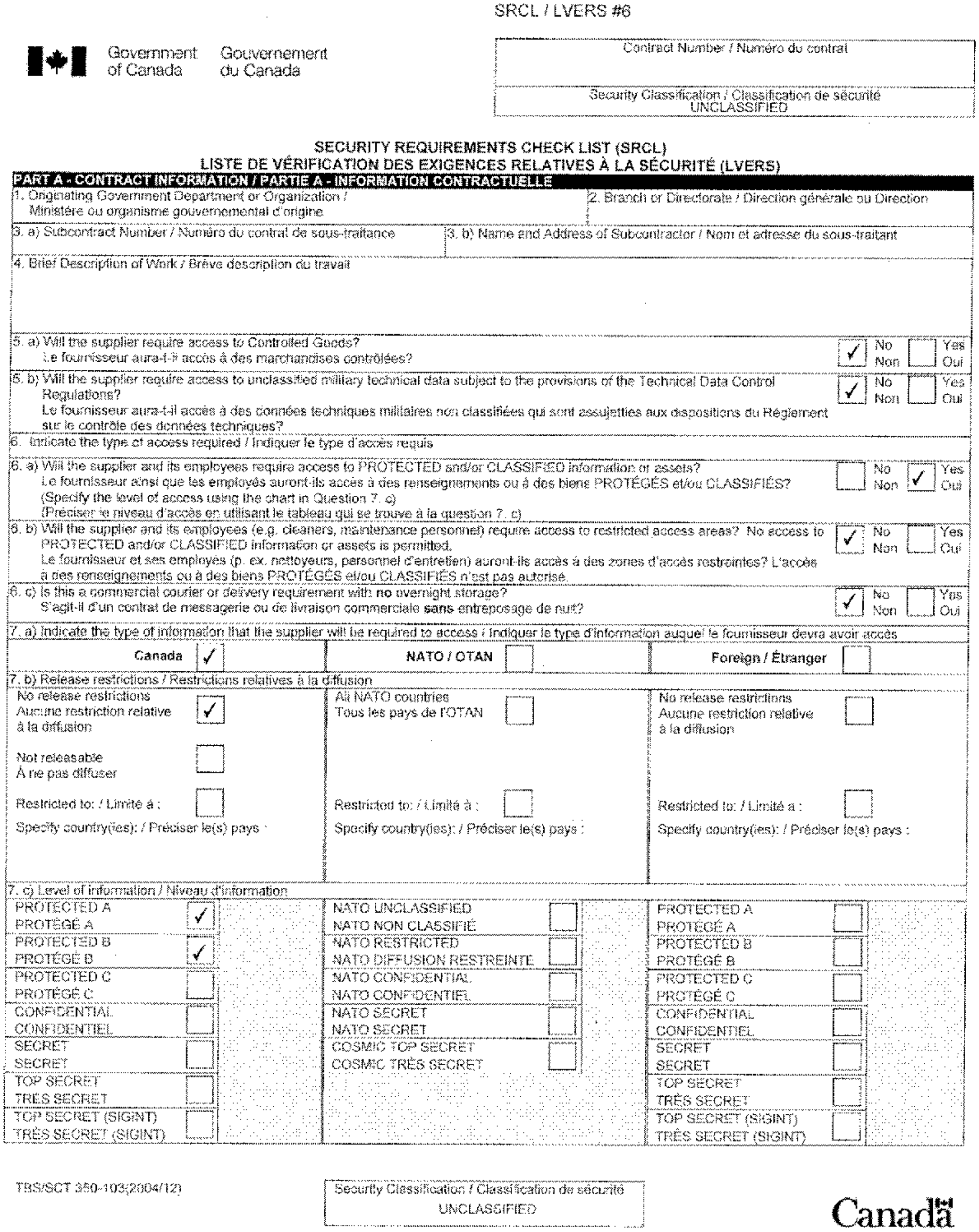
Payment to be made based on receipt of detailed invoices for services rendered, subject to full acceptance by the Project Authority. Total of payments not to exceed the grand total.

The supplier should invoice in ¼, ½, ¾ or whole day increments. For example 1.00, 1.25, 1.50 or 1.75 days.

Invoices must be sent electronically via email to:

Financial Coding:

ANNEX B - SECURITY REQUIREMENTS CHECK LIST



SRCL / LVERS #6

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine

2. Branch or Directorate / Direction générale ou Direction

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? ☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A	☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	☐	PROTECTED A / PROTÉGÉ A	☐
PROTECTED B / PROTÉGÉ B	☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	☐	PROTECTED B / PROTÉGÉ B	☐
PROTECTED C / PROTÉGÉ C	☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL	☐	PROTECTED C / PROTÉGÉ C	☐
CONFIDENTIAL / CONFIDENTIEL	☐	NATO SECRET / NATO SECRET	☐	CONFIDENTIAL / CONFIDENTIEL	☐
SECRET / SECRET	☐	COSMIC TOP SECRET / COSMIC TRÈS SECRET	☐	SECRET / SECRET	☐
TOP SECRET / TRÈS SECRET	☐			TOP SECRET / TRÈS SECRET	☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☐ CONFIDENTIAL CONFIDENTIEL	☐ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ______________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Bruno Ouellet	Title - Titre Director Enterprise Architecture	Signature
Telephone no. - N° de téléphone (343) 291-7388	Facsimile - Télécopieur (343) 291-7381	E-mail address - Adresse courriel bruno.ouellet@cbsa-asfc.gc.ca	Date 2016-10-25

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) AHMED SALAH	Title - Titre SECURITY SPECIALIST	Signature	
Telephone no. - N° de téléphone 343-291-3771	Facsimile - Télécopieur	E-mail address - Adresse courriel ahmed.salah@cbsa-asfc.gc.ca	Date 2016/11/21

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☑ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Robert Penwarden	Title - Titre A/Team Leader	Signature Robert Penwarden	
Telephone no. - N° de téléphone 343-291-5669	Facsimile - Télécopieur	E-mail address - Adresse courriel Robert.Penwarden@cbsa-asfc.gc.ca	Date Aug 21/17

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité

Canada

ANNEX C - BASIS OF PAYMENT

A. CONTRACT PERIOD

During the period of the contract, the Contractor will be paid as specified below for work performed in accordance with the contract.

1.0 LABOR

The Contractor will be paid as specified below for work performed in accordance with the Contract.

Category of personnel and level	Firm all-inclusive per diem rate (GST/HST extra)
P.2 Enterprise Architect	

1.1 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked X applicable firm per diem rate}}{\text{7.5 hours}}$$

(i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.

(iii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to terms of payment.

1.2 GST/HST

(a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

(b) The estimated HST is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.

(c) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

(d) The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as and when requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.

2.0 TRAVEL AND LIVING EXPENSES

Total Estimated Cost of Travel and Living Expenses: **$0.00**

ANNEX D - NON-DISCLOSURE AGREEMENT

The successful resource(s) will be required to sign the agreement prior to commence any work under this contract. The document will be completed at contract award.

I, ____, recognize that in the course of my work as an employee or subcontractor of ___________________________________, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. ________________ between Her Majesty the Queen in right of Canada, represented by Canada Border Services Agency and ___________________________________, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.
I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: ________________.

____
Signature

____
Date

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

129925947PG0001
S.I. SYSTEMS ULC
170 Laurier Avenue West
Suite 300
Ottawa
Ontario
K1P5V5
Canada
Operating as: S.I. SYSTEMS PARTNERSHIP

Title - Sujet
ITSSC (Workstream 1)

Contract No. - N° du contrat 47060-187626/001/EL	**Amendment No. - N° Modif** 004
Client Reference No. - N° de référence du client 1000337626	**Date** 2020-07-30

Requisition Reference No. - N° de la demande
47060-187626

File No. - N° de dossier 609el.47060-187626	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes **GST/HST**
Code(s) financier(s) **TPS/TVH**

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY /TECHNOLOGIE
NC REGION
Ottawa ON

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY /TECHNOLOGIE
NC REGION
Ottawa ON

Address Enquiries to: - Adresser toutes questions à: Josée Bastien	**Buyer Id - Id de l'acheteur** 609el
Telephone No. - N° de téléphone (613) 858-9843 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$1,525,104.24

Revised estimated cost **Coût révisé estimatif** $5,116,540.44	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre

Canada

AMENDMENT 004

This amendment is hereby raised to make the following changes to the Contract:

1. At Page 1 of the Contract, Total Estimated Cost:

DELETE: $3,591,436.20

INSERT: $5,116,540.44

2. At Article **6. Contract Period,** delete in its entirety.

Insert:

6. Contract Period

(a) Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Initial Contract Period", which begins on September 4, 2018 and ends September 3, 2021; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) Option to Extend the Contract:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

[illegible] Released under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente

June 30, 22

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
129925947PG0001
S.I. SYSTEMS ULC
170 Laurier Avenue West
Suite 300
Ottawa
Ontario
K1P5V5
Canada
Operating as: S.I. SYSTEMS

Title - Sujet
ITSSC (Workstream 1)

Contract No. - N° du contrat
47060-187626/001/EL

Amendment No. - N° Modif
008

Client Reference No. - N° de référence du client
1000337626

Date
2022-06-30

Requisition Reference No. - N° de la demande
47060-187626

File No. - N° de dossier
609el.47060-187626

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY /TECHNOLOGIE
NC REGION
Ottawa ON

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY /TECHNOLOGIE
NC REGION
Ottawa ON

Address Enquiries to: - Adresser toutes questions à:
Josée Bastien

Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9843 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$1,044,346.05

Revised estimated cost
Coût révisé estimatif
$7,448,704.56

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

AMENDMENT 008

This amendment 008 is issued to:

- Exercise Option Period 3;
- Increase the Total Estimated Cost;
- Extend the Contract Period; and
- Change the Technical Authority of the Contract.

This amendment is hereby raised to make the following changes to the Contract:

1. At Page 1 of the Contract, Total Estimated Cost:

DELETE: $6,404,358.51

INSERT: $7,448,704.56

2. At Article **6. Contract Period,** delete in its entirety.

Insert:

6. Contract Period

(a) Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Initial Contract Period", which begins on September 4, 2018 and ends September 3, 2023.

3. At Article **7. Authorities, amend as follows:**

DELETE clause (b) Technical Authority in its entirety.

INSERT:

(b) Technical Authority

Name: Kaveh Afshar-Zanjani
Title: Executive Director, Data Strategy, Corporate Services
Directorate: Chief Data Office, Strategic Policy Branch, CBSA Address: 333 North River Road, Ottawa, ON, K1A 0L8 Telephone: 613-608-2244
Email address: Kaveh.Afshar-Zanjani@cbsa-asfc.gc.ca

In his absence, the Technical Authority for the Contract is:

Name: Michel Villeneuve Title : Manager
Directorate: Corporate Services, Chief Data Office Strategic Policy Branch
Canada Border Services Agency, Government of Canada Address: 333 North River Road, Ottawa, ON, K1A 0L8 Telephone: 819-360-6548
Email address: michel.villeneuve@cbsa-asfc.gc.ca

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

CRSA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

129925947PG0001
S I Systems Ltd
170 Laurier Avenue West
Suite 300
Ottawa
Ontario
K1P5V5
Canada

Title - Sujet
ITSSC (Workstream 1)

Contract No. - N° du contrat
47060-187626/001/EL

Date
2018-08-29

Client Reference No. - N° de référence du client
1000337626

Requisition No. - N° de la demande
47060-187626

File No. - N° de dossier
632el.47060-187626

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
1950-400-00

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Lapalme, Francis

Buyer Id - Id de l'acheteur
632el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$3,591,436.20

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

CONTRACT

FOR

TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

FOR

VARIOUS INFORMATICS PROFESSIONAL RESOURCE CATEGORIES (SEE HEREIN)

REQUESTED BY

THE CANADA BORDER SERVICES AGENCY (CBSA)

THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS.

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[illegible] - Released under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

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Annex B – Basis of Payment
Annex C - Security Requirements Check List

1. Requirement

(a) S.i. Systems Ltd. (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

- (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.
- (ii) When a Task Authorization is issued, Canada will use a rotational method to allocate the draft Task Authorizations where the rotation is based on the ranking obtained by the Contractor during the Bid Solicitation.
- (iii) Canada will send the first TA to the first ranked Contractor and the second TA to the second ranked Contractor. This rotational process will be repeated for each subsequent series of TAs issued by Canada.
- (iv) The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.
- (v) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the next-ranked Contractor. In the event that Canada determines the proposed

resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the Contractor propose another resource and the Contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the Contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next-ranked Contractor.

(vi) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other contractors in that same Workstream.

(vii) The process of sending out a draft TA will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(viii) Any of the contractors may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Technical Authority and the Contracting Authority that it is again available to perform additional tasks.

(ix) If it is found that the allocation process described at part (ii) above has resulted in the award of a disproportionate dollar value of work between the Contractors, the Contractors agree that Canada, in its sole discretion, may deviate from the allocation process and issue TAs in the manner required to re-establish a proportional allocation.

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the categories of resources and the number required;

(D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(E) the start and completion dates;

(F) milestone dates for deliverables and payments (if applicable);

(G) the number of person-days of effort required;

(H) whether the work requires on-site activities and the location;

(I) the language profile of the resources required;

(J) the level of security clearance required of resources;

(K) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be

determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(L) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within 5 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $250,000 (excluding Applicable Taxes), the TA must be signed by:

(A) the Technical Authority; and

(B) a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA.

(ii) for any TA with a value greater than this amount, a TA must be signed by:

(A) the Technical Authority;

(B) a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA; and

(C) the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00.

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

(i) for default;

(ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

(iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

(i) 2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

   (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

   (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

The following Supplemental General Conditions:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

5. Security Requirement

The following security requirements (Common PS SRCL#19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

(a) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

(b) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.

(c) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

(d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

(e) The Contractor must comply with the provisions of the:

  (i) Security Requirements Check List and security guide (if applicable), attached at Annex C;

  (ii) Industrial Security Manual (Latest Edition).

(f) Additional Security Requirement

  (i) The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

  (ii) If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

  (iii) The credit check and fingerprinting*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

  (iv) Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

*Fees are applicable. Fingerprinting, if required, will be at the Bidder's cost.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

  (i) The "**Initial Contract Period**", which begins on September 4, 2018 and ends two years later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Francis Lapalme
Title: A/Supply Team Leader
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec, K1A 0S5
Telephone: 613-858-9912
E-mail address: francis.lapalme@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Louis Albert
Title: A/Director, Open Government and Data Analytics Division
Organization: Canada Border Services Agency
Address: 333 North River Rd, Ottawa, ON K1A 0L8
Telephone: 343-291-6207
Facsimile: 343-291-7381
E-mail address: louis.albert@cbsa-asfc.gc.ca

In his absence, the Technical Authority for the Contract is:

Name: Ali Sheikh
Title: A/Manager, Business Analytics Competency Centre
Organization: Canada Border Services Agency
Address: 333 North River Rd, Ottawa, ON K1A 0L8
Telephone: 343-291-5590
Facsimile: 343-291-7381
E-mail address: ali.sheikh@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative**

Name:
Title: Vice-President, Public Sector
Organization: S.i. Systems Ltd.
Address: 300-170 Laurier Avenue West, Ottawa, ON K1P 5V5
Telephone:
Facsimile:
E-mail address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Travel and Living Expenses – National Joint Council Travel Directive:** The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from the National Capital Region. The Contractor will be paid for actual time spent travelling at half the hourly rate. The hourly rate will be determined by dividing the firm per diem rate set out in Annex B by 7.5 hours. All payments are subject to government audit.

(iv) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(vi) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(i) Visa Acquisition Card;

(ii) MasterCard Acquisition Card;

(iii) Direct Deposit (Domestic and International);

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

11. Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2016-04-04), Higher Complexity - Services;

(d) Annex A, Statement of Work – Annex A including its Appendices as follows;

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated June 19, 2018.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

  (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

  (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

  (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

20. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

21. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

22. Government Property

Canada agrees to supply the Contractor with the items listed at Article 5. Client Support of Annex A – Statement of Work. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

23. Transition Services

The Contractor agrees to execute the transition tasks identified within the Task Authorizations (if applicable) and it will make all reasonable efforts to assist Canada in the transition from the incumbent to the Contractor and from the Contractor to a new contract with another supplier.

24. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

(SEE ATTACHED DOCUMENT)

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 5 business days turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which

activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(SEE DOCUMENT ATTACHED)

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

(SEE DOCUMENT ATTACHED)

[illegible] under the Access to Information Act
ATIP - Divulgation en vertu de la Loi sur l'Accès à l'information.

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

________________________________ ______________

Print name of authorized individual & sign above Date

5. NON-DISCLOSURE AGREEMENT

I, ____________________ (name of proposed resource), recognize that in the course of my work as an employee or subcontractor of ________________ (name of contractor), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____________ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Canada Border Services Agency, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: ________________.

________________________________ ______________

Print name of proposed resource & sign above Date

ANNEX B

BASIS OF PAYMENT

1. Professional Services

In accordance with the Contract, the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract, Applicable Taxes extra.

INITIAL CONTRACT PERIOD (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
Enterprise Resource Planning (ERP) Functional Analyst	LEVEL 2	[redacted]
Enterprise Resource Planning (ERP) Functional Analyst	LEVEL 3	[redacted]
Test Coordinator	LEVEL 2	[redacted]
Test Coordinator	LEVEL 3	[redacted]
Tester	LEVEL 3	[redacted]
Data Conversion Specialist	LEVEL 2	[redacted]
Data Conversion Specialist	LEVEL 3	[redacted]
Database Modeller / IM Modeller	LEVEL 3	[redacted]
IM Architect	LEVEL 3	[redacted]
Technology Architect	LEVEL 3	[redacted]
Enterprise Architect	LEVEL 3	[redacted]
Business Analyst	LEVEL 2	[redacted]
Business Analyst	LEVEL 3	[redacted]
Technical Writer	LEVEL 2	[redacted]
Technical Writer	LEVEL 3	[redacted]
Project Executive	LEVEL 3	[redacted]
Project Coordinator	LEVEL 3	[redacted]
Project Manager	LEVEL 2	[redacted]
Project Manager	LEVEL 3	[redacted]

OPTION YEAR 1 (1 YEAR)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
Enterprise Resource Planning (ERP) Functional Analyst	LEVEL 2	[redacted]
Enterprise Resource Planning (ERP) Functional Analyst	LEVEL 3	[redacted]
Test Coordinator	LEVEL 2	[redacted]
Test Coordinator	LEVEL 3	[redacted]
Tester	LEVEL 3	[redacted]
Data Conversion Specialist	LEVEL 2	[redacted]
Data Conversion Specialist	LEVEL 3	[redacted]
Database Modeller / IM Modeller	LEVEL 3	[redacted]
IM Architect	LEVEL 3	[redacted]
Technology Architect	LEVEL 3	[redacted]
Enterprise Architect	LEVEL 3	[redacted]
Business Analyst	LEVEL 2	[redacted]
Business Analyst	LEVEL 3	[redacted]
Technical Writer	LEVEL 2	[redacted]
Technical Writer	LEVEL 3	[redacted]
Project Executive	LEVEL 3	[redacted]
Project Coordinator	LEVEL 3	[redacted]
Project Manager	LEVEL 2	[redacted]
Project Manager	LEVEL 3	[redacted]

OPTION YEAR 2 (1 YEAR)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
Enterprise Resource Planning (ERP) Functional Analyst	LEVEL 2	[redacted]
Enterprise Resource Planning (ERP) Functional Analyst	LEVEL 3	[redacted]
Test Coordinator	LEVEL 2	[redacted]
Test Coordinator	LEVEL 3	[redacted]
Tester	LEVEL 3	[redacted]
Data Conversion Specialist	LEVEL 2	[redacted]
Data Conversion Specialist	LEVEL 3	[redacted]
Database Modeller / IM Modeller	LEVEL 3	[redacted]
IM Architect	LEVEL 3	[redacted]
Technology Architect	LEVEL 3	[redacted]
Enterprise Architect	LEVEL 3	[redacted]
Business Analyst	LEVEL 2	[redacted]
Business Analyst	LEVEL 3	[redacted]
Technical Writer	LEVEL 2	[redacted]
Technical Writer	LEVEL 3	[redacted]
Project Executive	LEVEL 3	[redacted]
Project Coordinator	LEVEL 3	[redacted]
Project Manager	LEVEL 2	[redacted]
Project Manager	LEVEL 3	[redacted]

OPTION YEAR 3 (1 YEAR)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
Enterprise Resource Planning (ERP) Functional Analyst	LEVEL 2	[redacted]
Enterprise Resource Planning (ERP) Functional Analyst	LEVEL 3	[redacted]
Test Coordinator	LEVEL 2	[redacted]
Test Coordinator	LEVEL 3	[redacted]
Tester	LEVEL 3	[redacted]
Data Conversion Specialist	LEVEL 2	[redacted]
Data Conversion Specialist	LEVEL 3	[redacted]
Database Modeller / IM Modeller	LEVEL 3	[redacted]
IM Architect	LEVEL 3	[redacted]
Technology Architect	LEVEL 3	[redacted]
Enterprise Architect	LEVEL 3	[redacted]
Business Analyst	LEVEL 2	[redacted]
Business Analyst	LEVEL 3	[redacted]
Technical Writer	LEVEL 2	[redacted]
Technical Writer	LEVEL 3	[redacted]
Project Executive	LEVEL 3	[redacted]
Project Coordinator	LEVEL 3	[redacted]
Project Manager	LEVEL 2	[redacted]
Project Manager	LEVEL 3	[redacted]

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(SEE ATTACHED DOCUMENT)

Annex A

Statement of Work

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1. BACKGROUND

CBSA Information, Science and Technology Branch (ISTB) has identified the need to establish a strategic IT Professional Services Supply Chain to support the Agency's Enterprise Architecture, Information Management & Common Services division's IT requirement relating to Open Government and Data Analytics in the following functional areas:

- Business Analytics Competency Centre (BACC)
- Business Intelligence and Analytics Service (BIAS)
- Business Reporting Support
- Data Services Portfolio Manager.

2. SCOPE OF WORK

The contractor will provide IT professional services resources to supplement and support the staff currently in place on various CBSA initiatives, and work on high performance, high availability, and mission critical national systems, built on the IT Environment identified in Section 4 below. The scope of work is in support of the following CBSA initiatives and systems:

1. Initiatives within the Agency's Enterprise Architecture, Information Management & Common Services division's mandate include but are not limited to:
    a. Commercial Business Intelligence and Analytics
    b. Travellers Business Intelligence and Analytics
    c. Corporate Business Intelligence and Analytics.

2. CBSA Systems include but are not limited to:
    a. Consolidated Management Reporting System (CMRS)
    b. Rapid Stats
    c. Data warehouse
    d. Master Data Management.

The work to be performed will be on an "as and when requested" basis as initiated through the issuance of Task Authorizations. Task Authorizations may be issued for any of the following resource categories:

Resource Category	Level
Enterprise Resource Planning (ERP) Functional Analyst	2 and 3
Test Coordinator	2 and 3
Tester	3
Data Conversion Specialist	2 and 3
Database Modeller / IM Modeller	3
IM Architect	3
Technology Architect	3
Enterprise Architect	3

Business Analyst	2 and 3
Technical Writer	2 and 3
Project Executive	3
Project Coordinator	3
Project Manager	2 and 3

3. TASKS

3.1 Enterprise Resource Planning (ERP) Functional Analyst (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and document ERP functional, business, or system requirements specifications.
2. Develop functional, business, or system interface or capability interaction.
3. Gather and analyze information to establish the functional needs of a system or project.

Additional Tasks could include but are not limited to:

4. Design methods and procedures for computer systems, and sub-systems of larger systems.
5. Develop, test and implement small computer systems, and sub-systems of larger systems.
6. Document forms, manuals, programs, data files, and procedures.

3.2 Enterprise Resource Planning (ERP) Functional Analyst (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and document ERP functional, business, or system requirements specifications.
2. Develop functional, business, or system interface or capability interaction.
3. Gather and analyze information to establish the functional needs of a system or project.
4. Feasibility assessment of ERP solutions for Data Analytics.

Additional Tasks could include but are not limited to:

5. Design methods and procedures for computer systems, and sub-systems of larger systems.
6. Develop, test and implement small computer systems, and sub-systems of larger systems.
7. Document forms, manuals, programs, data files, and procedures.
8. Status reporting.
9. Process improvement, coaching, and mentoring teams’ members and users on best practices and provide knowledge transfer.

3.3 Test Coordinator (level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Provide advice, guidance and coordination efforts for test strategies and plans related to the Business Intelligence (BI) Reporting or Data Analytics solutions, selection of automated testing tools, and identification of resources required for the BI Reporting or Data Analytics testing.
2. Plan, organize, and schedule testing efforts for the BI reporting solutions, including the execution of user acceptance testing and functional testing in the various BI environments.

Additional Tasks could include but are not limited to:

3. Create and update test strategies and plans related to the BI reporting solutions.
4. Management and monitoring of test plans for all levels of testing of the BI reporting solutions.
5. Status reporting.

3.4 Test Coordinator (level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Provide advice, guidance and coordination efforts for test strategies and plans related to the reporting or Data Analytics solutions, selection of automated testing tools, and identification of resources required for the Business Intelligence (BI) testing.
2. Prioritize testing efforts for the BI reporting solutions, including the execution of user acceptance testing and functional testing in the various BI environments.

Additional Tasks could include but are not limited to:

3. Create and update test strategies and plans related to the BI reporting or Data Analytics solutions.
4. Management and monitoring of test plans for all levels of testing of the BI reporting or Data Analytics solutions.
5. Supervision of testing in accordance with the plan.
6. Management of walkthroughs and reviews related to testing and implementation readiness.
7. Establishing testing procedures for BI reporting or Data Analytics solutions, integration testing and regression testing with emphasis on automating the testing procedures when possible.
8. Process improvement, coaching, and mentoring teams' members and users on best practices and provide knowledge transfer.
9. Status reporting.

3.5 Tester (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Baseline Tasks:

1. Test planning and coordination related to the Business Intelligence (BI) reporting or Data Analytics solutions.
2. Execution of user acceptance testing and functional testing in the various BI environments.
3. Management and monitoring of test plans for all levels of testing related to the BI reporting or Data Analytics solutions.
4. Status reporting.
5. Coach and mentor test teams, or developers on testing methods, best practices and testing tools for BI reporting or Data Analytics solutions.

Additional Tasks could include but are not limited to:

6. Supervision of testing in accordance with the plan.
7. Management of walkthroughs and reviews related to testing and implementation readiness.
8. Development of test scenarios and test scripts.
9. Establishing testing procedures for BI reporting or Data Analytics solutions, integration testing and regression testing with emphasis on automating the testing procedures when possible.
10. Establishing a validation and verification capability which assumes functional and performance compliance of the BI reporting or Data Analytics solutions.
11. Reviewing source application and documentation such as business, data and system requirements and models and project planning documents.
12. Participate in workshops and client meetings.

3.6 Data Conversion Specialist (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the Integrated Data Warehouse reporting environment.
2. Analyze and coordinate source database(s) into the Integrated Data Warehouse reporting environment.
3. Complete mapping, interfaces, mock conversion work, enhancements, and verify completeness and accuracy of converted data.

Additional Tasks could include but are not limited to:

4. Finalize conversion strategy.
5. Assess data dictionaries.
6. Advise programmers, analysts, and users about the efficient use of data.
7. Work closely with the source system designers or developers to coordinate the source system data extraction processes.
8. Work closely with the data warehouse and data marts modellers and administrators to coordinate data into the Integrated Data Warehouse reporting environment.
9. Identify opportunities for data quality improvement.

3.7 Data Conversion Specialist (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the Integrated Data Warehouse reporting environment.
2. Analyze and coordinate source database(s) into the Integrated Data Warehouse reporting environment.
3. Develop and implement security procedures for the database, including access and user account management.
4. Complete mapping, interfaces, mock conversion work, enhancements, and verify completeness and accuracy of converted data.

Additional Tasks could include but are not limited to:

5. Finalize conversion strategy.
6. Assess data dictionaries.
7. Advise programmers, analysts, and users about the efficient use of data.
8. Work closely with the source system designers or developers to coordinate the source system data extraction processes.
9. Work closely with the data warehouse and data marts modellers and administrators to coordinate data into the Integrated Data Warehouse reporting environment.
10. Identify opportunities for data quality improvement.
11. Status reporting.
12. Process improvement, coaching, and mentoring teams' members and users on best practices and provide knowledge transfer.

3.8 Database Modeller / IM Modeller (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and maintain the Architecture and Data Models for corporate and project specific initiatives, including the identification of data most valuable to the department, the integration of this data, and the development of core relating data models. The resulting data models will be based on data architecture and modeling design principles and tenets.
2. Development of data modeling and metadata policies and procedures in support of enterprise and Integrated Data Warehouse.
3. Analyze and evaluate alternative data architecture solutions to meet business requirements to be incorporated into the corporate data architecture.
4. Development of Business Intelligence, Integrated Data Warehouse data models for the purposes of BI, client Self-Serve BI and Data Analytics.

Additional Tasks could include but are not limited to:

5. Design, develop and maintain Data Models.

6. Analyze proposed changes to databases from the context of the Data Model.
7. Provide technical expertise in the use and optimization of data modeling techniques to team members.
8. Provide technical assistance, guidance and direction in terms of data analysis and modeling to team members.
9. Provide assistance to project team and business users relating to data issues and data analysis concepts.
10. Data analysis as a result of new or updated technical and business requirements.
11. Apply approved changes to Data Models.
12. Conform to corporate data architectures, World Customs Organization data standards, strategies and frameworks, including enterprise data warehouse activities.
13. Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them.
14. Improve modeling efficiency through tools and technologies and process recommendations to better utilize current metadata repositories.
15. Conform to corporate repository metadata standards and directions.
16. Provide input to refinement of data architectures.
17. Participate in data architecture refinement.
18. Define access strategies.
19. Construct, monitor and report on work plans and schedules.

3.9 IM Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas to meet business and technical requirements for improved capability and integration in Business Intelligence (BI) reporting or Data Analytics environments.
2. Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary for BI reporting or Data Analytics solutions.
3. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing BI reporting or Data Analytics systems.
4. Development of Information Architecture for the purposes of BI, client Self-Serve BI and Analytics, for platform inter-operability between data and technology, and conformity with world customs organizational standards and practices.

Additional Tasks could include but are not limited to:

5. Develop and document detailed statements of requirements for business intelligence or Data Analytics solutions.
6. Provide support in the development of data governance artefacts.
7. Prototype potential solutions, provide tradeoff information and suggest recommended courses of action in support of enterprise and Integrated Data Warehouse.

8. Perform information modelling in support of Business Process Reengineering (BPR) implementations of Business Intelligence or Data Analytics solutions.
9. Maintain, and evolve data and technology roadmaps for planned evolution, compatibility and interoperability of Business Intelligence and Data Analytics capabilities.
10. Perform cost/benefit analysis of implementing new processes and solutions in a BI reporting, or Data Analytics environment.
11. Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies in a BI reporting or Data Analytics environment.
12. Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options for BI reporting and Data Analytics solutions.

3.10 Technology Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
2. Identify the policies and requirements that drive out a particular solution in support of enterprise and Integrated Data Warehouse.
3. Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.
4. Development of Technology Architecture for the purposes of BI, client Self-Serve BI and Analytics.
5. Adoption strategies and migration path to cloud solutions, technology change management, business continuity planning of business intelligence and Data Analytics services.

Additional Tasks could include but are not limited to:

6. Analyze and evaluate alternative technology solutions to meet business problems.
7. Ensures the integration of all aspects of technology solutions.
8. Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
9. Provide information, direction and support for emerging technologies.
10. Perform impact analysis of technology changes.
11. Provide support to applications or technical support teams in the proper application of existing infrastructure.

3.11 Enterprise Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Evaluate the enterprise's business, Information and Communications Technology (ICT) architecture, determine its consistency and integration with the organization's business, ICT strategies, assess the degree of its alignment with Treasury Board Chief Information Officer (CIO) Business Transformation Enablement Program (BTEP) and Federated Architecture Program (FAP) and recommend changes to the business, ICT architecture to improve its alignment with these external factors.
2. Identify future business, ICT requirements against the current enterprise architecture, perform gaps analyses, develop requirements for Information Technology Architectures and prepare migration strategies.
3. Assess the feasibility of migrating from the current state to the target business architecture and enabling technologies and identify the risks associated with migrating to the target business architecture and technologies and make recommendations for risk mitigation.
4. Development of Enterprise Architecture for data and technology, for the purposes of BI, client Self-Serve BI and Data Analytics, with focus on data and technology inter-operability, compatibility with world customs organizations.

Additional Tasks could include but are not limited to:

5. Identify the policies and requirements that drive out a particular solution in support of enterprise and Integrated Data Warehouse.
6. Identify business and technology trends that create opportunities for business improvement, advise business and ICT Senior Executives on ICT trends and emerging technologies and the impact on the organization's and government ICT architectures and business strategies, model "What if" scenarios and recommend appropriate changes to the existing architecture and ICT infrastructure, and recommend alternative solutions, methodologies and strategies.
7. Produce an architectural evolution plan, recommend prioritization of architecture evolution initiatives, and develop or implement an architecture evolution plan.
8. Manage the development and implementation of an architectural improvement plan.
9. Coach, mentor, train and knowledge transfer to facilitate organizational onboarding of architecture designs and solutions.

3.12 Business Analyst (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Perform business analyses of functional requirements to identify information, procedures, and decision flows for Business Intelligence (BI) reporting or Data Analytics solutions.
2. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems BI reporting and Data Analytics solutions.
3. Consulting and collaborating with various stakeholders.
4. Development of Business Analysis for the purposes of BI, client Self-Serve BI and Analytics.

Additional Tasks could include but are not limited to:

5. Support in defining input and output sources, including detailed plan for technical design phase, and obtain approval of the BI reporting or Data Analytics system proposal.
6. Developing BI reporting application requirements for an Integrated Data Warehouse.
7. Develop and document statements of requirements for considered BI reporting or Data Analytics alternatives.
8. Evaluate existing procedures and methods, identify and document items such as database content, structure and application subsystems for BI reporting or Data Analytics solutions.
9. Define and document various user support artifacts for BI reporting or Data Analytics solutions.
10. Establish acceptance test criteria with client for BI reporting or Data Analytics initiatives.
11. Support and use the selected departmental methodologies.
12. Interpreting commercial and traveler government policy legislation and regulation.
13. Interpreting immigration and enforcement government policy legislation and regulation.
14. Interpreting financial government policy legislation and regulation.

3.13 Business Analyst (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Perform business analyses of functional requirements to identify information, procedures, and decision flows for Business Intelligence (BI) reporting or Data Analytics solutions.
2. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems BI reporting and Data Analytics solutions.
3. Consulting and collaborating with various stakeholders.
4. Status reporting.
5. Process improvement, coaching, and mentoring teams' members and users on best practices and provide knowledge transfer.
6. Development of Business Analysis for the purposes of BI, client Self-Serve BI and Analytics.

Additional Tasks could include but are not limited to:

7. Recommend industry trends to ensure that BI reporting or Data Analytics solutions fit with government and industry directions for technology.
8. Support in defining input and output sources, including detailed plan for technical design phase, and obtain approval of the BI reporting or Data Analytics system proposal.
9. Developing BI Reporting Application Requirements for an Integrated Data Warehouse.
10. Develop and document statements of requirements for considered BI reporting or Data Analytics alternatives.
11. Evaluate existing procedures and methods, identify and document items such as database content, structure, and application subsystems for BI reporting or Data Analytics solutions.
12. Define and document various user support artifacts for BI reporting or Data Analytics solutions.
13. Establish acceptance test criteria with client for BI reporting or Data Analytics initiatives.
14. Support and use the selected departmental methodologies.
15. Interpreting commercial and traveler government policy legislation and regulation.
16. Interpreting immigration and enforcement government policy legislation and regulation.

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17. Interpreting financial government policy legislation and regulation.

3.14 Technical Writer (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Document help text, user manuals, technical documentation, web page content, etc.
2. Investigate the accuracy of the information collected by making direct use of the material being documented.
3. Modify, validate and compile technical documents such as technical publications in general and system data lists and drawings.

Additional Tasks could include but are not limited to:

4. Gather information concerning the features and functions provided by the developers.
5. Assess the audience for the documents or manuals which are required and prepare a statement of purpose and scope for each.
6. Design the layout of the documents or manuals.
7. Plan, research and write technical architecture artifacts, and specifications.
8. Assist and participate in meetings; this includes writing meeting minutes.
9. Review documents, drawings and associated data for conformance to established standards.

3.15 Technical Writer (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Document help text, user manuals, technical documentation, web page content, etc.
2. Investigate the accuracy of the information collected by making direct use of the material being documented.
3. Modify, validate and compile technical documents such as technical publications in general and system data lists and drawings.

Additional Tasks could include but are not limited to:

4. Determine documentation requirements and makes plans for meeting them.
5. Gather information concerning the features and functions provided by the developers.
6. Assess the audience for the documents or manuals which are required and prepare a statement of purpose and scope for each.
7. Design the layout of the documents or manuals.
8. Plan, research and write technical architecture artifacts, and specifications.
9. Assist and participate in meetings; this includes writing meeting minutes.
10. Review documents, drawings and associated data for conformance to established standards
11. Status reporting.
12. Process improvement, coaching, and mentoring teams' members and users on best practices and provide knowledge transfer.

3.16 Project Executive (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Define and confirm the objectives for the project, determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team.
2. Develop or review or analyze Project Charters, Business Cases, detailed project plans, Memorandums to Cabinet, or Treasury Board submissions.
3. Lead the development of briefings, solutions and status reports for presentation to executive management.
4. Develop and deliver presentations to senior management and stakeholder groups as required, including the preparation of plans, charts, tables and diagrams to assist in analyzing or displaying problems.
5. Provide leadership and oversight for the design activities, including usage of deliverables necessary to satisfy the methodology, including, but not limited to:
   - Strategic Business Objectives and Critical Success Factors.
   - Definition of business competencies, capabilities, value drivers, outcomes and measures.
   - Definition of target business model, operating model, and target service model.
   - Definition and development of strategy and value components such as strategy maps, competency maps, value maps, value clusters, goal chains and value chain diagrams.
   - Identification and analysis of pain points, pain clusters and pain chains.
6. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.

Additional Tasks could include but are not limited to:

7. Oversee and provide guidance to several Project Managers, each responsible for an element of the project and its associated project team.
8. Provide requirements management and control throughout the project.
9. Provide advice to ensure business strategies are developed and implemented; project schedules are developed, maintained and respected; risks and issues are managed; and change request procedures are followed.
10. Provide guidance and recommendations for the design, development, test, and implementation.
11. Meet with other organizational executives to ensure all internal and external stakeholders are committed and moving forward on project and organizational goals.
12. Manage internal and external stakeholder relations.
13. Lead working groups and consultations and obtain consensus and reach decisions with respect to recommendations and strategic options pertaining to the project.
14. Coordinate the efforts of multiple stakeholders to support delivering a portfolio approach to project management.
15. Provide expert solution and business transformation leadership for the project with all stakeholders.
16. Ensure compliance with portfolio-wide standards for architecture, engineering and business transformation.

17. Support release planning from an architecture perspective, including requirements, and associated planning and execution of work to support identified requirements.
18. Provide solution and transformation alignment leadership from a project planning perspective.
19. Support the development of the transformation roadmap and transition plan.
20. Report progress of the project on an ongoing basis and at scheduled points in the life cycle.
21. Review and comment on all project deliverables from initiation to project completion.
22. Manage scope, context and business requirements, working with departmental leads and key clients.
23. Provide project oversight during the development, implementation and operations start-up to ensure that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
24. Public Safety sector stakeholder coordination.

3.17 Project Coordinator (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Provide administrative and technical support of a clerical nature as required to a project team.
2. Monitoring, control and maintenance of project documentation and application libraries.
3. Communications management with project management, IT delivery teams and end users on administrative matters related to the project.
4. Project coordination of initiatives with specific emphasis on BI, client Self-Serve BI and Analytics projects, and change initiatives.

Additional Tasks could include but are not limited to:

5. Monitoring and control of project execution, IT delivery teams and end users in project coordination and synchronization tasks.
6. Participate at project meetings to capture outcomes and action items.
7. Track project change requests.
8. Maintain and updates relevant project information in manual or electronic files; project information might include such things as project activity schedule, status reports, correspondence.
9. Use computer tools, aids, system control languages on PCs, minis, or mainframes to perform work.

3.18 Project Manager (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Manage Business Intelligence (BI) or Data Analytics projects during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.

2. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying progress, issues, risks, or problems; work with a variety of project management tools.
3. Maintain process improvement including lessons learned, communication and change management throughout the full lifecycle of BI or Data Analytics project delivery.
4. Project management of initiatives in support of BI, client Self-Serve BI and Analytics.

Additional Tasks could include but are not limited to:

5. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
6. Report progress of BI or Data Analytics projects on an ongoing basis and at scheduled points in the life cycle.
7. Meet in conference with stakeholders and other project managers and states problems in a form capable of being solved.
8. Develop presentations and reports to communicate progress of projects within the assigned portfolio.
9. Public Safety sector stakeholder coordination.

3.19 Project Manager (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Manage Business intelligence or Data Analytics projects during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
2. Prepare and validate TBS grade dashboards, plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools. Includes managing risk and issue logs in support of project communications management, governance and change management.
3. Maintain process improvement including lessons learned, communication and change management throughout the full lifecycle of the Business Intelligence (BI) or Data Analytics project delivery.
4. Project management of initiatives in support of BI, client Self-Serve BI and Analytics.

Additional Tasks could include but are not limited to:

5. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
6. Define and document the objectives for BI or Data Analytics projects, including project charters, plans, financial management, risk and issue management, projected and actual expenditures financial monitoring.
7. Report progress of BI or Data Analytics projects on an ongoing basis and at scheduled points in the life cycle.

8. Meet in conference with stakeholders and other project managers and states problems in a form capable of being solved.
9. Coaching, and mentoring teams' members and users on best practices and provide knowledge transfer.
10. Develop presentations and reports to communicate progress of projects within the assigned portfolio.
11. Public Safety sector stakeholder coordination.

4. TECHNICAL ENVIRONMENT

1. IBM DB2 on UNIX
2. IBM PureData
3. IBM Infosphere Suite
4. IBM InfoSphere Change Data Capture
5. IBM Infosphere Data Architect
6. IBM SPSS
7. IBM SPSS Modeler Server
8. IBM Cognos Framework Manager
9. IBM Cognos Business Intelligence Transformer
10. IBM Cognos Administration
11. IBM Cognos PowerPlay Studio
12. IBM Cognos Software Development Kit
13. SQL
14. Sybase
15. XML
16. R
17. Python
18. ArcGIS
19. MS Office.

5. CLIENT SUPPORT

The CBSA Data Management team will provide an appropriate workspace with access to the appropriate tools for the resources to carry out the expectations set out in this SOW.

The contractor will be provided with a CBSA user ID, password, workstation or laptop, email address, and other materials (supporting documentation) as required in order to process, store, or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

6. DELIVERABLES

The Contractor will provide various reports, plans, analysis and other related documents as specified in the applicable Task Authorization. All deliverables are to be submitted in English and as described in each Task Authorization.

7. CONSTRAINTS

At no time and in no way is CBSA data to be removed from CBSA sites, nor will access to or from the contractor's IT systems through the use of a session (e.g VPN) be permitted.

The Contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

8. REPORTING REQUIREMENTS

Timesheets are to be provided monthly depicting hours worked on a daily basis.

9. WORK LOCATION

All work will be performed in the National Capital Region on-site at CBSA offices.

The current Primary Office location is 333 North River Rd Ottawa, Ontario.

GLOSSARY

Acronym or Term	Definition
Business Cases	A presentation or a proposal to an authority by an organization seeking funding, approval, or both for an activity, initiative, or project. A business case puts a proposed investment decision into a strategic context and provides the information necessary to make an informed decision about whether to proceed with the investment and in what form.
Business Intelligence	The strategies and technologies used by enterprises for the data analysis of business information. BI technologies provide historical, current and predictive views of business operations.
Business Process Reengineering	A business management strategy focusing on the analysis and design of workflows and business processes within an organization.
Business Transformation Enablement Program	A set of tools which have been developed to provide an integrated approach for strategic management and alignment, and business transformation.
Critical Success Factors	A management term for an element that is necessary for an organization or project to achieve its mission.
Data Analytics	The process of examining data sets in order to draw conclusions about the information they contain.
Architecture and Data Model	An abstract model that organizes elements of data and standardizes how they relate to one another and to properties of the real world entities.
Data Policy	A set of measurable rules for a set of data elements, in the context of an organizational scope, for the benefit of a business process, irrespective of where the data is stored and the party that provides the data.
Data Base Management System	A software package designed to define, manipulate, retrieve and manage data in a database.
Extract, Load, Transform	A data integration process for transferring raw data from source systems to a target database and then preparing the information for downstream uses.
Federated Architecture Program	A pattern in enterprise architecture that allows interoperability and information sharing between semi-autonomous de-centrally organized lines of business (LOBs), information technology systems and applications.
Guiding Principles	Principles or precepts that guide an organization throughout its life in all circumstances, irrespective of changes in its goals, strategies, type of work, or the top management.
Information and Communications Technology	A term for information technology (IT) which stresses the role of unified communications[1] and the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise software, middleware, storage, and audio-visual systems, which enable users to access, store, transmit, and manipulate information.
Information Architecture	The structural design of shared information environments; the art and science of organizing and labelling websites, intranets, online communities and software to support usability and findability; and an emerging

	community of practice focused on bringing principles of design and architecture to the digital landscape.
Information Technology Architectures	The process of development of methodical information technology specifications, models and guidelines, using a variety of Information Technology notations, for example UML, within a coherent Information Technology architecture framework, following formal and informal Information Technology solution, enterprise, and infrastructure architecture processes.
Integrated Data Warehouse	A unified database that holds all the business information of an organization and makes it accessible all across the organization.
Memorandum to Cabinet	A minister's vehicle for proposing and explaining a proposed measure to the Cabinet and for obtaining its approval.
Metadata Repository	A database created to store metadata. Metadata is information about the structures that contain the actual data. Metadata is often said to be "data about data", but this is misleading. Data profiles are an example of actual "data about data". Metadata is one layer of abstraction removed from this – it is data about the structures that contain data. Metadata may describe the structure of any data, of any subject, stored in any format.
Project Charters	A statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.
Prototypes	An original or first model from which other forms are copied or developed.
Self-Serve BI and Analytics	An approach to data analytics that enables business users to access and work with corporate data even though they do not have a background in statistical analysis, business intelligence (BI) or data mining. Self-Service Analytics is an approach to advanced analytics that allows business users to manipulate data to spot business opportunities, without requiring them to have a background in statistics or technology.
Strategic Business Objectives	Goals deemed most important to the current and future health of an organization.
Technology Architecture	The process of development of methodical information technology specifications, models and guidelines, using a variety of Information Technology notations, for example UML, within a coherent Information Technology architecture framework, following formal and informal Information Technology solution, enterprise, and infrastructure architecture processes.
World Customs Organization	The World Customs Organization (WCO), established in 1952 as the Customs Co-operation Council (CCC) is an independent intergovernmental body whose mission is to enhance the effectiveness and efficiency of Customs administrations. http://www.wcoomd.org/

[illegible] the Access to Information Act
[illegible] en vertu de la loi sur l'Accès à l'information.

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TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. Nº de l'autorisation de tâches (AT) :	STOT No. Nº de l'EDT :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(S) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage : n/a

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif
0					$0.00
0					$0.00

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Estimated Cost / Coût estimatif	**$0.00**
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie	$0.00
Total Estimated Cost / Coût total estimatif	**$0.00**

Check applicable Basis of Payment / Cocher la Base de Paiement applicable : Maximum Price / Prix Maximum : ☐ Firm Price / Prix Ferme : ☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the Technical Authority, the representative from the SPMMD of CBSA and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is [redacted]. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, l'autorité technique, le représentant de la DAGBS de l'ASFC et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est [redacted]. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation,

Name of Technical Authority / Nom de l'autorité technique
Date

Name of Contracting Authority / Nom de l'autorité contractante
Date

Signature

Signature

Name of the representative from the SPMMD of CBSA / Nom d'un représentant de la DAGBS de l'ASFC
Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur
Signature
Date

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APPENDIX C TO ANNEX A
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page or project number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

The following provides a guide as to how to complete this Appendix:

This Appendix is structured into 4 components:
1. Resource Technology and Certification Requirements;
2. Resource Mandatory Criteria;
3. Resource Point-Rated Criteria; and
4. Evaluation Grid and Weights (for Resource Point-Rated Criteria).

Draft TA preparation by CBSA:
Prior to issuing a draft TA, CBSA will complete the following elements.
1. Resource Technology and Certification Requirements, CBSA will identify:
    a. The resource category and level.
    b. Applicable technologies: these can be Essential (E) or Desirable (D). An “E” or “D” must be inserted next to the applicable technology(ies).
    c. Applicable certifications, if any: these can be Desirable (D) only. Where a certification(s) is(are) applicable, a “D” must be inserted next to the applicable Certification(s).
2. Resource Point-Rated Criteria: CBSA will identify the Rated requirements (R1-R4) applicable to the draft TA.
3. Evaluation Grid and Weights: CBSA will complete the applicable grid elements and weights.

Key boundaries:
a. Up to the maximum number of technologies identified as Essential in the table below can be requested in a draft TA; and
b. No more than 50% of overall weight per Rated Requirement.

Response by the Contractor:
In response, the Contractor must complete the following:
1. Resource name;
2. Responses to M1 and M2; and
3. Responses to applicable R1-R4.

Evaluation:
An example of evaluation is provided under the table below.

Resource Category	Level	Total # of Technologies	Total # of Certifications*	Maximum # Technologies as Essential
Workstream 1				
Enterprise Resource Planning (ERP) Functional Analyst	L2,L3	7	1	5
Test Coordinator	L2,L3	19	0	3
Tester	L3	19	0	3
Data Conversion Specialist	L2,L3	10	3	2
Database Modeller / IM Modeller	L3	10	3	2
IM Architect	L3	19	2	2
Technology Architect	L3	15	4	2
Enterprise Architect	L3	15	4	2
Business Analyst	L2,L3	6	2	2
Technical Writer	L2,L3	2	0	1
Project Executive	L3	3	4	2
Project Coordinator	L3	3	1	2
Project Manager	L2,L3	3	4	2
Workstream 2				
GIS Application Architect	L2,L3	4	1	2
GIS Data Architect	L2,L3	4	1	2
GIS System Architect	L2,L3	4	1	2
PIA Specialist	L2,L3	2	3	1

***All Certifications must be Desirable only.**

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EXAMPLE - EVALUATION

For this scenario, CBSA wants to request a Data Conversion Specialist - Level 2, with the following Technology and Certification requirements:

- Essential Technology Requirements (no more than 2 for this category):

(1) MS Office Suite (Word, Excel, PowerPoint)

(2) IBM Infosphere Data Architect

- Desirable Technology Requirements:

(1) IBM PureData

(2) IBM DB2 V9+

- Desirable Certification Requirement:

(1) ITIL V3 Certification

The proposed resource has 75 months experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for a Data Conversion Specialist - Level 2.

Based on the experience submitted under M1, the proposed resource has 30 months within the past 48 months of the draft TA issuance date using IBM Infosphere Data Architect.

Based on the experience submitted under M1, the proposed resource has 44 months within the past 48 months of the draft TA issuance date using MS Office Suite (Word, Excel, Powerpoint).

The proposed resource has 18 months experience using IBM PureData.

The proposed resource has 18 months experience using IBM DB2 V9+.

The proposed resource holds the Certification ITIL V3 Certification.

For this scenario and based on the evaluation weight per criterion determined by the Client, the resource proposed by ABC Inc. would achieve a score of 76.50% and be deemed responsive.

****

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Data Conversion Specialist

TA #: __X__

Contractor Name: ABC Inc.

Proposed Resource Name: John Doe

Level: ☑ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- E IBM Infosphere Data Architect
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- D IBM PureData
- D IBM DB2 V9+
- ☐ SQL
- ☐ XML
- E MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- D ITIL V3 Certification

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.	Yes	
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).	Yes	

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience **(Bidders to insert cross reference to assigned resource project reference number(s))**
R1	X	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	X	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	X	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4	X	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10	10	35%	3.5
R2	***(to be completed at tasking time)***				
	IBM Infosphere Data Architect	10	5	15%	0.75
	MS Office Suite	10	10	15%	1.5
R3	***(to be completed at tasking time)***				
	IBM Pure Data	10	2	10%	0.2
	IBM DB2 V9+	10	2	10%	0.2
R4	***(to be completed at tasking time)***				
	ITIL V3 Certification	10	10	15%	1.5
Total Weight ***(must equal 100%)*** :				100%	
Total Score:**					76.50%

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**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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Enterprise Resource Planning (ERP) Functional Analyst

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ SAP Business Warehouse
☐ SAP Workflow
SAP Dashboard
☐ MS Office Suite (Word, Excel, Powerpoint
☐ MS Visio
☐ ABAP
☐ SAP Business

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Business Objects Certification

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

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**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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ASPC - Divulgé en vertu de la Loi sur l'accès à l'information

Test Coordinator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Data Warehouse
- ☐ BI software
- ☐ IBM Cognos Framework Manager
- ☐ IBM Cognos Business Intelligence Transformer
- ☐ IBM Cognos Administration
- ☐ IBM Cognos PowerPlay Studio
- ☐ IBM Cognos Software Development Kit
- ☐ IBM Cognos Workspace
- ☐ IBM Cognos Workspace Advanced
- ☐ IBM Cognos Event Studio
- ☐ IBM Cognos Mobile Applications
- ☐ IBM Cognos TM1
- ☐ IBM Cognos Analysis Studio
- ☐ MS Word
- ☐ MS Excel
- ☐ MS PowerPoint
- ☐ MS Visio
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM Cognos Report Studio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

NON APPLICABLE

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

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**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

Tester

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Data Warehouse
☐ BI software
☐ IBM Cognos Framework Manager
☐ IBM Cognos Business Intelligence Transformer
☐ IBM Cognos Administration
☐ IBM Cognos PowerPlay Studio
☐ IBM Cognos Software Development Kit
☐ IBM Cognos Workspace
☐ IBM Cognos Workspace Advanced
☐ IBM Cognos Event Studio
☐ IBM Cognos Mobile Applications
☐ IBM Cognos TM1
☐ IBM Cognos Analysis Studio
☐ MS Word
☐ MS Excel
☐ MS PowerPoint
☐ MS Visio
☐ IBM Cognos for Microsoft Office
☐ IBM Cognos Report Studio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

NON APPLICABLE

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

Data Conversion Specialist

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level:
☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ IBM Infosphere Data Architect
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ XML
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- ☐ ITIL V3 Certification

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

Database Modeller / IM Modeller

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ IBM Infosphere Data Architect
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ XML
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- ☐ ITIL V3 Certification

CHSA - Released under the Access to Information Act
AGTC - Divulgé en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

CSA - Released under the Access to Information Act
ASC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

Technology Architect

TA #: _____

Contractor Name: ____________________   Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ BI software
- ☐ Data Warehouse
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM SPSS Modeler V14+
- ☐ IBM Cognos
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology
- ☐ IBM Infosphere Data Architect
- ☐ XML

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Database Associate Certifications
- ☐ IBM Certified Data Architect - Big Data
- ☐ IBM Certified Solution Developer - Information Analyzer V8.5

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

CNSC - Released under the Access to Information Act
ACSN - Divulgué en vertu de la Loi sur l'accès à l'information

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

IM Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ BI software
- ☐ Data Warehouse
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM SPSS Modeler V14+
- ☐ IBM Cognos
- ☐ IBM Infosphere Data Architect
- ☐ Azure / AWS
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ XML
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology
- ☐ Hadoop / Spark
- ☐ R
- ☐ Python

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ Certified Business Analysis Professional™ (CBAP)

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

CHSA - Released under the Access to Information Act
ASTC - Divulgé en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

DHSA - Released under the Access to Information Act
ASTC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

Enterprise Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ BI software
☐ Data Warehouse
☐ IBM Cognos for Microsoft Office
☐ IBM SPSS Modeler V14+
☐ IBM Cognos
☐ CA Erwin Data Modeler V9+
☐ IBM Data Studio V4+
☐ IBM PureData
☐ IBM DB2 V9+
☐ SQL
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio
☐ Kimball Dimensional Methodology
☐ IBM Infosphere Data Architect
☐ XML

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ IBM Certified Database Associate Certifications
☐ IBM Certified Data Architect - Big Data
☐ IBM Certified Solution Developer - Information Analyzer V8.5

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

CHSA - Released under the Access to Information Act
ASTC - Divulgé en vertu de la Loi sur l'accès à l'information

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

Business Analyst

TA #: _____

Contractor Name: ____________________

Proposed Resource Name: ______________________

Level:
☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ IBM SPSS Modeler V14+
☐ IBM Cognos
☐ Data Warehouse
☐ BI software
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ Certified Business Analysis Professional™ (CBAP)

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

Total Score:**	0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

Technical Writer

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Office Suite (Word, Excel, Powerpoint)
☐ MS Visio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

NON APPLICABLE

[illegible] - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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MDN - Divulgué en vertu de la Loi sur l'accès à l'information

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

DHSA - Released under the Access to Information Act
AGTC - Divulgé en vertu de la Loi sur l'accès à l'information

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CSA - Released under the Access to Information Act
ASC - Divulgé en vertu de la Loi sur l'accès à l'information

Project Executive

TA #: _____

Contractor Name: ______________________ Proposed Resource Name: ________________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project ☐ MS Visio ☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Project Management Professional (PMP) or PRINCE2 ☐ Certified Associate in Project Management (CAPM) ☐ Scheduling

☐ Risk Management

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

Project Coordinator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project ☐ MS Visio ☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certification in Project Management

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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DHSA - Released under the Access to Information Act
AGTC - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

Project Manager

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project
☐ MS Visio
☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Project Management Professional (PMP) or PRINCE2
☐ Certified Associate in Project Management (CAPM)
☐ Scheduling
☐ Risk Management

[illegible] - Released under the Access to Information Act
[illegible] - Divulgé en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
47060-187626

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Canada Border Services Agency (CBSA)

2. Branch or Directorate / Direction générale ou Direction: Information, Science and Technology Branch (ISTB)

3. a) Subcontract Number / Numéro du contrat de sous-traitance:

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant:

4. Brief Description of Work / Brève description du travail

IT Professional Services Supply Chain to support the Agency's Enterprise Architecture, Information Management & Common Services division's IT requirement relating to Open Government and Data Analytics in the following functional areas: Business Analytics Competency Centre (BACC), Business Intelligence and Analytics Service (BIAS), Business Reporting Support, and Data Services Portfolio Manager.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A ☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☑	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☑	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information

Government of Canada Gouvernement du Canada

COMMON-PS-SRCL#19

Contract Number / Numéro du contrat
47060-187626

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No Non ☐ Yes Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No Non ☐ Yes Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☑ CONFIDENTIAL / CONFIDENTIEL
☑ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No Non ☐ Yes Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No Non ☐ Yes Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No Non ☐ Yes Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No Non ☐ Yes Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
47060-187626

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

COMMON-PS-SRCL#19

Government of Canada   Gouvernement du Canada

Contract Number / Numéro du contrat 47060-187626
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Louis Albert	Title - Titre Director ISTB		Signature
Telephone No. - N° de téléphone [illegible]	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel [illegible]	Date Feb 5, 2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) [illegible]	Title - Titre A/Manager HQ Security		Signature
Telephone No. - N° de téléphone [illegible]	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel [illegible]	Date 2018-03-06

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☑ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Francis Lapalme	Title - Titre Supply Specialist		Signature Lapalme, Francis Digitally signed by Lapalme, Francis Date: 2018.08.29 11:28:07 -04'00'
Telephone No. - N° de téléphone 613-858-9912	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel francis.lapalme@tpsgc-pwgsc.gc.ca	Date April 10, 2018

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.02 13:36:31 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet
ITSSC (Workstream 1)

Contract No. - N° du contrat 47060-187626/001/EL	**Amendment No. - N° Modif** 006
Client Reference No. - N° de référence du client 1000337626	**Date** 2021-06-22

Requisition Reference No. - N° de la demande
47060-187626

File No. - N° de dossier 609el.47060-187626	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY /TECHNOLOGIE
NC REGION
Ottawa ON

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY /TECHNOLOGIE
NC REGION
Ottawa ON

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
129925947PG0001
S.I. SYSTEMS ULC
170 Laurier Avenue West
Suite 300
Ottawa
Ontario
K1P5V5
Canada
Operating as: S.I. SYSTEMS

Address Enquiries to: - Adresser toutes questions à: Josée Bastien	**Buyer Id - Id de l'acheteur** 609el
Telephone No. - N° de téléphone (613) 858-9843 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$1,287,818.07

Revised estimated cost **Coût révisé estimatif** $6,404,358.51	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre

Canada

AMENDMENT 006

This amendment 006 is issued to:

- Exercise Option Period 2;
- Increase the Total Estimated Cost;
- Extend the Contract Period; and
- Change the Technical Authority of the Contract.

---

1. This amendment is hereby raised to make the following changes to the Contract:

1. At Page 1 of the Contract, Total Estimated Cost:

DELETE: $5,116,540.44

INSERT: $6,404,358.54

2. At Article **6. Contract Period,** delete in its entirety.

Insert:

6. Contract Period

(a) Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Initial Contract Period", which begins on September 4, 2018 and ends September 3, 2022; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) Option to Extend the Contract:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one additional one-year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

3. At Article **7. Authorities, amend as follows:**

DELETE clause (b) Technical Authority in its entirety.

INSERT:

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Jeff Carr

Title: Executive Director, Chief Data Office
Strategic Policy Branch
Organization: Canada Border Services Agency
Telephone: 613-290-5069
E-mail address: jeff.carr@cbsa-asfc.gc.ca

In her absence, the Technical Authority is:

Name: Michel Villeneuve
Title: Manager, Data Strategic, Chief Data Office
Policy Branch
Organization: Canada Border Services Agency
Telephone: 819-360-6548
E-mail address: michel.villeneuve@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

[illegible] - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information.

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date Feb 25, 19
Name, title of ~~person authorized to sign~~ (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
129925947PG0001
S.I. SYSTEMS ULC
170 Laurier Avenue West
Suite 300
Ottawa
Ontario
K1P5V5
Canada

Title - Sujet
ITSSC (Workstream 1)

Contract No. - N° du contrat
47060-187626/001/EL

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
1000337626

Date
2019-02-25

Requisition Reference No. - N° de la demande
47060-187626

File No. - N° de dossier
632el.47060-187626

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY /TECHNOLOGIE
NC REGION
Ottawa ON

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY /TECHNOLOGIE
NC REGION
Ottawa ON

Address Enquiries to: - Adresser toutes questions à:
Lapalme, Francis

Buyer Id - Id de l'acheteur
632el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$3,591,436.20

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre
Lapalme, Francis Digitally signed by Lapalme, Francis
Date: 2019.02.25 14:15:51 -05'00'

Canada

Contract Number:	Amendment Number:	Buyer ID:
47060-187626/001/EL	001	632EL

AMENDMENT 001

This Contract Amendment is issued to change the Contractor's legal name.

---

1. At Article 1. Requirement of the Contract, amend as follows:

DELETE subarticle (a) in its entirety.

INSERT:

(a) S.I. Systems ULC (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

APPENDIX C TO ANNEX A
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page or project number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

The following provides a guide as to how to complete this Appendix:

This Appendix is structured into 4 components:
1. Resource Technology and Certification Requirements;
2. Resource Mandatory Criteria;
3. Resource Point-Rated Criteria; and
4. Evaluation Grid and Weights (for Resource Point-Rated Criteria).

Draft TA preparation by CBSA:
Prior to issuing a draft TA, CBSA will complete the following elements.
1. Resource Technology and Certification Requirements, CBSA will identify:
    a. The resource category and level.
    b. Applicable technologies: these can be Essential (E) or Desirable (D). An “E” or “D” must be inserted next to the applicable technology(ies).
    c. Applicable certifications, if any: these can be Desirable (D) only. Where a certification(s) is(are) applicable, a “D” must be inserted next to the applicable Certification(s).
2. Resource Point-Rated Criteria: CBSA will identify the Rated requirements (R1-R4) applicable to the draft TA.
3. Evaluation Grid and Weights: CBSA will complete the applicable grid elements and weights.

Key boundaries:
    a. Up to the maximum number of technologies identified as Essential in the table below can be requested in a draft TA; and
    b. No more than 50% of overall weight per Rated Requirement.

Response by the Contractor:
In response, the Contractor must complete the following:
1. Resource name;
2. Responses to M1 and M2; and
3. Responses to applicable R1-R4.

Evaluation:
An example of evaluation is provided under the table below.

Resource Category	Level	Total # of Technologies	Total # of Certifications*	Maximum # Technologies as Essential
Workstream 1				
Enterprise Resource Planning (ERP) Functional Analyst	L2,L3	7	1	5
Test Coordinator	L2,L3	19	0	3
Tester	L3	19	0	3
Data Conversion Specialist	L2,L3	10	3	2
Database Modeller / IM Modeller	L3	10	3	2
IM Architect	L3	19	2	2
Technology Architect	L3	15	4	2
Enterprise Architect	L3	15	4	2
Business Analyst	L2,L3	6	2	2
Technical Writer	L2,L3	2	0	1
Project Executive	L3	3	4	2
Project Coordinator	L3	3	1	2
Project Manager	L2,L3	3	4	2
Workstream 2				
GIS Application Architect	L2,L3	4	1	2
GIS Data Architect	L2,L3	4	1	2
GIS System Architect	L2,L3	4	1	2
PIA Specialist	L2,L3	2	3	1

***All Certifications must be Desirable only.**

EXAMPLE - EVALUATION

For this scenario, CBSA wants to request a Data Conversion Specialist - Level 2, with the following Technology and Certification requirements:

- Essential Technology Requirements (no more than 2 for this category):
  - (1) MS Office Suite (Word, Excel, PowerPoint)
  - (2) IBM Infosphere Data Architect
- Desirable Technology Requirements:
  - (1) IBM PureData
  - (2) IBM DB2 V9+
- Desirable Certification Requirement:
  - (1) ITIL V3 Certification

The proposed resource has 75 months experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for a Data Conversion Specialist - Level 2.

Based on the experience submitted under M1, the proposed resource has 30 months within the past 48 months of the draft TA issuance date using IBM Infosphere Data Architect.

Based on the experience submitted under M1, the proposed resource has 44 months within the past 48 months of the draft TA issuance date using MS Office Suite (Word, Excel, Powerpoint).

The proposed resource has 18 months experience using IBM PureData.

The proposed resource has 18 months experience using IBM DB2 V9+.

The proposed resource holds the Certification ITIL V3 Certification.

For this scenario and based on the evaluation weight per criterion determined by the Client, the resource proposed by ABC Inc. would achieve a score of 76.50% and be deemed responsive.

****

Data Conversion Specialist

TA #: __X__

Contractor Name: **ABC Inc.**

Proposed Resource Name: **John Doe**

Level:
☑ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- E IBM Infosphere Data Architect
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- D IBM PureData
- D IBM DB2 V9+
- ☐ SQL
- ☐ XML
- E MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- D ITIL V3 Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.	Yes	
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).	Yes	

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☒	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☒	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☒	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☒	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable (“D”).	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10	10	35%	3.5
R2	***(to be completed at tasking time)***				
	IBM Infosphere Data Architect	10	5	15%	0.75
	MS Office Suite	10	10	15%	1.5
R3	***(to be completed at tasking time)***				
	IBM Pure Data	10	2	10%	0.2
	IBM DB2 V9+	10	2	10%	0.2
R4	***(to be completed at tasking time)***				
	ITIL V3 Certification	10	10	15%	1.5
Total Weight ***(must equal 100%)*** :				100%	
Total Score:**					76.50%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Enterprise Resource Planning (ERP) Functional Analyst

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ SAP Business Warehouse
☐ SAP Workflow
☐ SAP Dashboard
☐ MS Office Suite (Word, Excel, Powerpoint
☐ MS Visio
☐ ABAP
☐ SAP Business

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Business Objects Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Test Coordinator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Data Warehouse
☐ BI software
☐ IBM Cognos Framework Manager
☐ IBM Cognos Business Intelligence Transformer
☐ IBM Cognos Administration
☐ IBM Cognos PowerPlay Studio
☐ IBM Cognos Software Development Kit
☐ IBM Cognos Workspace
☐ IBM Cognos Workspace Advanced
☐ IBM Cognos Event Studio
☐ IBM Cognos Mobile Applications
☐ IBM Cognos TM1
☐ IBM Cognos Analysis Studio
☐ MS Word
☐ MS Excel
☐ MS PowerPoint
☐ MS Visio
☐ IBM Cognos for Microsoft Office
☐ IBM Cognos Report Studio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

NON APPLICABLE

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Tester

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Data Warehouse
☐ BI software
☐ IBM Cognos Framework Manager
☐ IBM Cognos Business Intelligence Transformer
☐ IBM Cognos Administration
☐ IBM Cognos PowerPlay Studio
☐ IBM Cognos Software Development Kit
☐ IBM Cognos Workspace
☐ IBM Cognos Workspace Advanced
☐ IBM Cognos Event Studio
☐ IBM Cognos Mobile Applications
☐ IBM Cognos TM1
☐ IBM Cognos Analysis Studio
☐ MS Word
☐ MS Excel
☐ MS PowerPoint
☐ MS Visio
☐ IBM Cognos for Microsoft Office
☐ IBM Cognos Report Studio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

NON APPLICABLE

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable (“D”).	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Data Conversion Specialist

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ IBM Infosphere Data Architect
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ XML
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- ☐ ITIL V3 Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Database Modeller / IM Modeller

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ IBM Infosphere Data Architect
☐ CA Erwin Data Modeler V9+
☐ IBM Data Studio V4+
☐ IBM PureData
☐ IBM DB2 V9+
☐ SQL
☐ XML
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio
☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ IBM Certified Data Architect - Big Data
☐ ITIL V3 Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

PHAC - Released under the Access to Information Act
ASPC - Divulgué en vertu de la Loi sur l'accès à l'information

Technology Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ BI software
- ☐ Data Warehouse
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM SPSS Modeler V14+
- ☐ IBM Cognos
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology
- ☐ IBM Infosphere Data Architect
- ☐ XML

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Database Associate Certifications
- ☐ IBM Certified Data Architect - Big Data
- ☐ IBM Certified Solution Developer - Information Analyzer V8.5

DHSA - Released under the Access to Information Act
AGTC - Divulgé en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

CHSA - Released under the Access to Information Act
ASTC - Divulgé en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Technology Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ BI software
- ☐ Data Warehouse
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM SPSS Modeler V14+
- ☐ IBM Cognos
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology
- ☐ IBM Infosphere Data Architect
- ☐ XML

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Database Associate Certifications
- ☐ IBM Certified Data Architect - Big Data
- ☐ IBM Certified Solution Developer - Information Analyzer V8.5

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

IM Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ BI software
- ☐ Data Warehouse
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM SPSS Modeler V14+
- ☐ IBM Cognos
- ☐ IBM Infosphere Data Architect
- ☐ Azure / AWS
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ XML
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology
- ☐ Hadoop / Spark
- ☐ R
- ☐ Python

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ Certified Business Analysis Professional™ (CBAP)

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource’s experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Enterprise Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ BI software
- ☐ Data Warehouse
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM SPSS Modeler V14+
- ☐ IBM Cognos
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology
- ☐ IBM Infosphere Data Architect
- ☐ XML

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Database Associate Certifications
- ☐ IBM Certified Data Architect - Big Data
- ☐ IBM Certified Solution Developer - Information Analyzer V8.5

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Business Analyst

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ IBM SPSS Modeler V14+
☐ IBM Cognos
☐ Data Warehouse
☐ BI software
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ Certified Business Analysis Professional™ (CBAP)

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Project Executive

TA #: _____

Contractor Name: ______________________ Proposed Resource Name: ________________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project
☐ MS Visio
☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Project Management Professional (PMP) or PRINCE2
☐ Risk Management
☐ Certified Associate in Project Management (CAPM)
☐ Scheduling

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Project Coordinator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project

☐ MS Visio

☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certification in Project Management

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Project Manager

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project
☐ MS Visio
☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Project Management Professional (PMP) or PRINCE2
☐ Certified Associate in Project Management (CAPM)
☐ Scheduling
☐ Risk Management

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable (“D”).	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

APPENDIX C TO ANNEX A
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page or project number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

The following provides a guide as to how to complete this Appendix:

This Appendix is structured into 4 components:
1. Resource Technology and Certification Requirements;
2. Resource Mandatory Criteria;
3. Resource Point-Rated Criteria; and
4. Evaluation Grid and Weights (for Resource Point-Rated Criteria).

Draft TA preparation by CBSA:
Prior to issuing a draft TA, CBSA will complete the following elements.
1. Resource Technology and Certification Requirements, CBSA will identify:
    a. The resource category and level.
    b. Applicable technologies: these can be Essential (E) or Desirable (D). An “E” or “D” must be inserted next to the applicable technology(ies).
    c. Applicable certifications, if any: these can be Desirable (D) only. Where a certification(s) is(are) applicable, a “D” must be inserted next to the applicable Certification(s).
2. Resource Point-Rated Criteria: CBSA will identify the Rated requirements (R1-R4) applicable to the draft TA.
3. Evaluation Grid and Weights: CBSA will complete the applicable grid elements and weights.

Key boundaries:
    a. Up to the maximum number of technologies identified as Essential in the table below can be requested in a draft TA; and
    b. No more than 50% of overall weight per Rated Requirement.

Response by the Contractor:
In response, the Contractor must complete the following:
1. Resource name;
2. Responses to M1 and M2; and
3. Responses to applicable R1-R4.

Evaluation:
An example of evaluation is provided under the table below.

Resource Category	Level	Total # of Technologies	Total # of Certifications*	Maximum # Technologies as Essential
Workstream 1				
Enterprise Resource Planning (ERP) Functional Analyst	L2,L3	7	1	5
Test Coordinator	L2,L3	19	0	3
Tester	L3	19	0	3
Data Conversion Specialist	L2,L3	10	3	2
Database Modeller / IM Modeller	L3	10	3	2
IM Architect	L3	19	2	2
Technology Architect	L3	15	4	2
Enterprise Architect	L3	15	4	2
Business Analyst	L2,L3	6	2	2
Technical Writer	L2,L3	2	0	1
Project Executive	L3	3	4	2
Project Coordinator	L3	3	1	2
Project Manager	L2,L3	3	4	2
Workstream 2				
GIS Application Architect	L2,L3	4	1	2
GIS Data Architect	L2,L3	4	1	2
GIS System Architect	L2,L3	4	1	2
PIA Specialist	L2,L3	2	3	1

***All Certifications must be Desirable only.**

EXAMPLE - EVALUATION

For this scenario, CBSA wants to request a Data Conversion Specialist - Level 2, with the following Technology and Certification requirements:

- Essential Technology Requirements (no more than 2 for this category):

(1) MS Office Suite (Word, Excel, PowerPoint)

(2) IBM Infosphere Data Architect

- Desirable Technology Requirements:

(1) IBM PureData

(2) IBM DB2 V9+

- Desirable Certification Requirement:

(1) ITIL V3 Certification

The proposed resource has 75 months experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for a Data Conversion Specialist - Level 2.

Based on the experience submitted under M1, the proposed resource has 30 months within the past 48 months of the draft TA issuance date using IBM Infosphere Data Architect.

Based on the experience submitted under M1, the proposed resource has 44 months within the past 48 months of the draft TA issuance date using MS Office Suite (Word, Excel, Powerpoint).

The proposed resource has 18 months experience using IBM PureData.

The proposed resource has 18 months experience using IBM DB2 V9+.

The proposed resource holds the Certification ITIL V3 Certification.

For this scenario and based on the evaluation weight per criterion determined by the Client, the resource proposed by ABC Inc. would achieve a score of 76.50% and be deemed responsive.

* * *

Data Conversion Specialist

TA #: __X__

Contractor Name: **ABC Inc.**

Proposed Resource Name: **John Doe**

Level:
☑ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

E IBM Infosphere Data Architect	D IBM DB2 V9+	E MS Office Suite (Word, Excel, PowerPoint)
☐ CA Erwin Data Modeler V9+	☐ SQL	☐ MS Visio
☐ IBM Data Studio V4+	☐ XML	☐ Kimball Dimensional Methodology
D IBM PureData		

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)	☐ IBM Certified Data Architect - Big Data	D ITIL V3 Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.	Yes	
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).	Yes	

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☒	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☒	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☒	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☒	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10	10	35%	3.5
R2	***(to be completed at tasking time)***				
	IBM Infosphere Data Architect	10	5	15%	0.75
	MS Office Suite	10	10	15%	1.5
R3	***(to be completed at tasking time)***				
	IBM Pure Data	10	2	10%	0.2
	IBM DB2 V9+	10	2	10%	0.2
R4	***(to be completed at tasking time)***				
	ITIL V3 Certification	10	10	15%	1.5
Total Weight ***(must equal 100%)*** :				100%	
Total Score:**					76.50%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Enterprise Resource Planning (ERP) Functional Analyst

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ SAP Business Warehouse
☐ SAP Workflow
☐ SAP Dashboard
☐ MS Office Suite (Word, Excel, Powerpoint
☐ MS Visio
☐ ABAP
☐ SAP Business

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Business Objects Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Enterprise Resource Planning (ERP) Functional Analyst

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ SAP Business Warehouse
☐ SAP Workflow
☐ SAP Dashboard
☐ MS Office Suite (Word, Excel, Powerpoint
☐ MS Visio
☐ ABAP
☐ SAP Business

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Business Objects Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	**Applicable or not?** ***(Client to insert "X" in boxes for the criteria that apply)***	**Point Rated Criteria**	**Max Points**	**Point Allocation Grid**	**Bidder's response**
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable (“D”).	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Test Coordinator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Data Warehouse
☐ BI software
☐ IBM Cognos Framework Manager
☐ IBM Cognos Business Intelligence Transformer
☐ IBM Cognos Administration
☐ IBM Cognos PowerPlay Studio
☐ IBM Cognos Software Development Kit
☐ IBM Cognos Workspace
☐ IBM Cognos Workspace Advanced
☐ IBM Cognos Event Studio
☐ IBM Cognos Mobile Applications
☐ IBM Cognos TM1
☐ IBM Cognos Analysis Studio
☐ MS Word
☐ MS Excel
☐ MS PowerPoint
☐ MS Visio
☐ IBM Cognos for Microsoft Office
☐ IBM Cognos Report Studio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

NON APPLICABLE

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource’s experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience **(Bidders to insert cross reference to assigned resource project reference number(s))**
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Tester

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Data Warehouse
- ☐ BI software
- ☐ IBM Cognos Framework Manager
- ☐ IBM Cognos Business Intelligence Transformer
- ☐ IBM Cognos Administration
- ☐ IBM Cognos PowerPlay Studio
- ☐ IBM Cognos Software Development Kit
- ☐ IBM Cognos Workspace
- ☐ IBM Cognos Workspace Advanced
- ☐ IBM Cognos Event Studio
- ☐ IBM Cognos Mobile Applications
- ☐ IBM Cognos TM1
- ☐ IBM Cognos Analysis Studio
- ☐ MS Word
- ☐ MS Excel
- ☐ MS PowerPoint
- ☐ MS Visio
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM Cognos Report Studio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

NON APPLICABLE

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Data Conversion Specialist

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ IBM Infosphere Data Architect
☐ CA Erwin Data Modeler V9+
☐ IBM Data Studio V4+
☐ IBM PureData
☐ IBM DB2 V9+
☐ SQL
☐ XML
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio
☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ IBM Certified Data Architect - Big Data
☐ ITIL V3 Certification

2. RESOURCE MANDATORY CRITERIA

		Bidder's response	
ID	**Mandatory Criteria**	**Met (Yes/No)**	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Database Modeller / IM Modeller

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ IBM Infosphere Data Architect
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ XML
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- ☐ ITIL V3 Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Technology Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ BI software
- ☐ Data Warehouse
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM SPSS Modeler V14+
- ☐ IBM Cognos
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology
- ☐ IBM Infosphere Data Architect
- ☐ XML

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Database Associate Certifications
- ☐ IBM Certified Data Architect - Big Data
- ☐ IBM Certified Solution Developer - Information Analyzer V8.5

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	*(to be completed at tasking time)*				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	*(to be completed at tasking time)*				
	Element 1	10			0
	Etc.	10			0
R4	*(to be completed at tasking time)*				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

IM Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ BI software
- ☐ Data Warehouse
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM SPSS Modeler V14+
- ☐ IBM Cognos
- ☐ IBM Infosphere Data Architect
- ☐ Azure / AWS
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- ☐ IBM PureData
- ☐ IBM DB2 V9+
- ☐ SQL
- ☐ XML
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology
- ☐ Hadoop / Spark
- ☐ R
- ☐ Python

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ Certified Business Analysis Professional™ (CBAP)

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Enterprise Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ BI software
☐ Data Warehouse
☐ IBM Cognos for Microsoft Office
☐ IBM SPSS Modeler V14+
☐ IBM Cognos
☐ CA Erwin Data Modeler V9+
☐ IBM Data Studio V4+
☐ IBM PureData
☐ IBM DB2 V9+
☐ SQL
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio
☐ Kimball Dimensional Methodology
☐ IBM Infosphere Data Architect
☐ XML

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ IBM Certified Database Associate Certifications
☐ IBM Certified Data Architect - Big Data
☐ IBM Certified Solution Developer - Information Analyzer V8.5

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Business Analyst

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ IBM SPSS Modeler V14+
☐ IBM Cognos
☐ Data Warehouse
☐ BI software
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ Certified Business Analysis Professional™ (CBAP)

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable (“D”).	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Technical Writer

TA #: _____

Contractor Name: _____________________ Proposed Resource Name: _______________________

Level:
☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Office Suite (Word, Excel, Powerpoint)
☐ MS Visio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

NON APPLICABLE

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable (“D”).	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Project Executive

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project
☐ MS Visio
☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Project Management Professional (PMP) or PRINCE2
☐ Risk Management
☐ Certified Associate in Project Management (CAPM)
☐ Scheduling

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Project Coordinator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project

☐ MS Visio

☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certification in Project Management

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Project Manager

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Project
☐ MS Visio
☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Project Management Professional (PMP) or PRINCE2
☐ Certified Associate in Project Management (CAPM)
☐ Scheduling
☐ Risk Management

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

APPENDIX C TO ANNEX A
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page or project number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

The following provides a guide as to how to complete this Appendix:

This Appendix is structured into 4 components:
1. Resource Technology and Certification Requirements;
2. Resource Mandatory Criteria;
3. Resource Point-Rated Criteria; and
4. Evaluation Grid and Weights (for Resource Point-Rated Criteria).

Draft TA preparation by CBSA:
Prior to issuing a draft TA, CBSA will complete the following elements.
1. Resource Technology and Certification Requirements, CBSA will identify:
    a. The resource category and level.
    b. Applicable technologies: these can be Essential (E) or Desirable (D). An “E” or “D” must be inserted next to the applicable technology(ies).
    c. Applicable certifications, if any: these can be Desirable (D) only. Where a certification(s) is(are) applicable, a “D” must be inserted next to the applicable Certification(s).
2. Resource Point-Rated Criteria: CBSA will identify the Rated requirements (R1-R4) applicable to the draft TA.
3. Evaluation Grid and Weights: CBSA will complete the applicable grid elements and weights.

Key boundaries:
- a. Up to the maximum number of technologies identified as Essential in the table below can be requested in a draft TA; and
- b. No more than 50% of overall weight per Rated Requirement.

Response by the Contractor:
In response, the Contractor must complete the following:
1. Resource name;
2. Responses to M1 and M2; and
3. Responses to applicable R1-R4.

Evaluation:
An example of evaluation is provided under the table below.

Resource Category	Level	Total # of Technologies	Total # of Certifications*	Maximum # Technologies as Essential
Workstream 1				
Enterprise Resource Planning (ERP) Functional Analyst	L2,L3	7	1	5
Test Coordinator	L2,L3	19	0	3
Tester	L3	19	0	3
Data Conversion Specialist	L2,L3	10	3	2
Database Modeller / IM Modeller	L3	10	3	2
IM Architect	L3	19	2	2
Technology Architect	L3	15	4	2
Enterprise Architect	L3	15	4	2
Business Analyst	L2,L3	6	2	2
Technical Writer	L2,L3	2	0	1
Project Executive	L3	3	4	2
Project Coordinator	L3	3	1	2
Project Manager	L2,L3	3	4	2
Workstream 2				
GIS Application Architect	L2,L3	4	1	2
GIS Data Architect	L2,L3	4	1	2
GIS System Architect	L2,L3	4	1	2
PIA Specialist	L2,L3	2	3	1

***All Certifications must be Desirable only.**

EXAMPLE - EVALUATION

For this scenario, CBSA wants to request a Data Conversion Specialist - Level 2, with the following Technology and Certification requirements:

- Essential Technology Requirements (no more than 2 for this category):

(1) MS Office Suite (Word, Excel, PowerPoint)
(2) IBM Infosphere Data Architect

- Desirable Technology Requirements:

(1) IBM PureData
(2) IBM DB2 V9+

- Desirable Certification Requirement:

(1) ITIL V3 Certification

The proposed resource has 75 months experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for a Data Conversion Specialist - Level 2.

Based on the experience submitted under M1, the proposed resource has 30 months within the past 48 months of the draft TA issuance date using IBM Infosphere Data Architect.

Based on the experience submitted under M1, the proposed resource has 44 months within the past 48 months of the draft TA issuance date using MS Office Suite (Word, Excel, Powerpoint).

The proposed resource has 18 months experience using IBM PureData.

The proposed resource has 18 months experience using IBM DB2 V9+.

The proposed resource holds the Certification ITIL V3 Certification.

For this scenario and based on the evaluation weight per criterion determined by the Client, the resource proposed by ABC Inc. would achieve a score of 76.50% and be deemed responsive.

****

Data Conversion Specialist

TA #: __X__

Contractor Name: **ABC Inc.** Proposed Resource Name: **John Doe**

Level:
☑ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- **E** IBM Infosphere Data Architect
- ☐ CA Erwin Data Modeler V9+
- ☐ IBM Data Studio V4+
- **D** IBM PureData
- **D** IBM DB2 V9+
- ☐ SQL
- ☐ XML
- **E** MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Kimball Dimensional Methodology

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- **D** ITIL V3 Certification

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.	Yes	
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).	Yes	

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☒	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☒	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☒	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☒	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10	10	35%	3.5
R2	***(to be completed at tasking time)***				
	IBM Infosphere Data Architect	10	5	15%	0.75
	MS Office Suite	10	10	15%	1.5
R3	***(to be completed at tasking time)***				
	IBM Pure Data	10	2	10%	0.2
	IBM DB2 V9+	10	2	10%	0.2
R4	***(to be completed at tasking time)***				
	ITIL V3 Certification	10	10	15%	1.5
Total Weight ***(must equal 100%)*** :				100%	
Total Score:**					76.50%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

GIS Data Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐2
☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ GIS Product Suites
☐ ESRI /ArcGIS Suite
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ ESRI Enterprise System Design

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

GIS System Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ GIS Product Suites
☐ ESRI /ArcGIS Suite
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ ESRI Enterprise System Design

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

PIA Specialist

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ MS Visio ☐ MS Office Suite (Word, Excel, PowerPoint)

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Information Privacy Professional (CIPP) ☐ Certified Information Privacy Manager (CIPM) ☐ Certified Information Privacy Technologist (CIPT)

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA. **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E). **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

CHSA - Released under the Access to Information Act
AGTC - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

****Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.**

Public Works and Government Services Canada | **Travaux publics et Services gouvernementaux Canada**

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
4C2, Place du Portage
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

123861098PG0001
Veritaaq Technology House Inc.
2327 St. Laurent Blvd.
Suite 100
Ottawa
Ontario
K1G4J8
Canada

Title - Sujet
IT SERVICES SUPPLY CHAIN PROJECT

Contract No. - N° du contrat
47060-136911/018/EL

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
47060-136911

Date
2015-02-10

Requisition Reference No. - N° de la demande
47060-136911

File No. - N° de dossier
615el.47060-136911

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Canada Border Services Agency (CBSA)
355 North River Road
Tower B, 17th Floor
Ottawa, ON, K1A 0L8

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
vendors-fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Ghaddab, Nabil

Buyer Id - Id de l'acheteur
615el

Telephone No. - N° de téléphone
(819) 956-5419 ( )

FAX No. - N° de FAX
(819) 956-5925

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$9,967,617.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre
Nabil Ghaddab

Canada

Contract No. - N° du contrat	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur
47060-136911/018/EL	001	615el
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No./N° VME
47060-136911	615el47060-136911	

This Contract Amendment is raised to extend the period of the contract by exercising option period 001 and 002.

Modification to article 6. Contract Period, as follows:

DELETE article 6. in its entirety; and

REPLACE with the following:

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

  (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends on January 20, 2019; and

  (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

  (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

  (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN THE SAME

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
4C2, Place du Portage
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

123861098PG0001
Veritaaq Technology House Inc.
1111 Prince of Wales Drive
Suite 100
Ottawa
Ontario
K2C3T2
Canada

Title - Sujet
IT SERVICES SUPPLY CHAIN PROJECT

Contract No. - N° du contrat 47060-136911/018/EL	**Amendment No. - N° Modif** 002
Client Reference No. - N° de référence du client 47060-136911	**Date** 2016-04-20

Requisition Reference No. - N° de la demande
47060-136911

File No. - N° de dossier 615el.47060-136911	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH Included - Inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Canada Border Services Agency (CBSA)
355 North River Road
Tower B, 17th Floor
Ottawa, ON, K1A 0L8

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
vendors-fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à: Ghaddab, Nabil	**Buyer Id - Id de l'acheteur** 615el
Telephone No. - N° de téléphone (819) 956-5419 ( )	**FAX No. - N° de FAX** (819) 956-5925

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost **Coût révisé estimatif** $9,967,617.00	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre
Nabil Ghaddab

Canada

This Contract Amendment is raised in order to 1) modify article 7. Authorities for Canada; 2) to replace 2035 - General Conditions - Higher Complexity – Services to comply with PWGSC's new Code of Conduct for Integrity measures; and 3) to modify the Task Authorization (TA) Form.

1. Modification to Article 7 (Authorities), as follows:

DELETE: Article 7. in its entirety; and

INSERT: Article 7. Authorities; as follows:

7. AUTHORITIES
(a) Contracting Authority: The Contracting Authority is the individual identified below and is responsible for the management of the Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.

Name: Nabil Ghaddab
Supply Specialist
STAMS / ITSPD / EL Division
Public Works and Government Services Canada
Address: 11 Laurier Street,
Portage III, 4C2,
Gatineau, QC K1A 0S5
Telephone: 873.469.4984
Facsimile: (819) 956-5925
Email: nabil.ghaddab@tpsgc-pwgsc.gc.ca

(b) Technical Authority
The Technical Authority for the Contract is:
Cedric Pilon
Manager
Telephone: 613-617-1021
Cedric.Pilon@cbsa-asfc.gc.ca

In his absence, the Technical Authority is one of the following:

Erin Lapensée
Team Leader
Telephone: 343-291-6223
Erin.Lapensee@cbsa-asfc.gc.ca

Robert Penwarden
Senior Procurement Officer
Telephone: 343-291-5669

Robert.Penwarden@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority. By notice from the Contracting Authority, a temporary Technical Authority may be designated in the Contract.

(c) Contractor's Representative
Name:
Title: Director of Sales
Organization: Veritaaq
Address: 2327 St. Laurent Blvd Suite 100 Ottawa ON K1G 4J8
Telephone
Facsimile:
E-mail address:

2. Modification to clause 2035 - General Conditions - Higher Complexity - Services.

At all reference to 2035 (2012-11-19) – Higher Complexity-Services in the entire Contract

DELETE: all reference to 2035 (2012-11-19) – Higher Complexity-Services; and
INSERT: The following: 2035 (2015-07-03) – Higher Complexity-Services.

3. Modification to Task Authorization (TA) Form:

DELETE: Appendix B to Annex B – Task Authorization (TA) Form; and
INSERT: Appendix B to Annex B – Task Authorization (TA) Form; as per the attached TA Form)

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN THE SAME

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. / Nº de l'autorisation de tâches (AT) :	Commitment No. / Nº de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	
						+ -

B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif
+ -				
			Estimated Cost / Coût estimatif	
			Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie	$0.00
Taxe % applied / % de taxes appliquées			Applicable Taxes / Taxes applicables	$0.00
			Total Estimated Cost / Coût total estimatif	$0.00

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $1,200,000.00. When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est $1,200,000.00. Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé

Date

Signature

Name of Contracting Authority / Nom de l'autorité contractante

Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
4C2, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet IT SERVICES SUPPLY CHAIN PROJECT	
Contract No. - N° du contrat 47060-136911/018/EL	**Amendment No. - N° Modif** 003
Client Reference No. - N° de référence du client 47060-136911	**Date** 2018-10-17
Requisition Reference No. - N° de la demande 47060-136911	
File No. - N° de dossier 629el.47060-136911	**CCC No./N° CCC - FMS No./N° VME**
Financial Codes Code(s) financier(s)	**GST/HST TPS/TVH**
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH Included - Inclus	**Duty - Droits** See Herein - Voir ci-inclus

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception

24/10/18

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Canada Border Services Agency (CBSA)
355 North River Road
Tower B, 17th Floor
Ottawa, ON, K1A 0L8

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
vendors-fournisseurs@cbsa-asfc.gc.ca

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
123861098PG0001
Veritaaq Technology House Inc.
1111 Prince of Wales Drive
Suite 100
Ottawa
Ontario
K2C3T2
Canada

Address Enquiries to: - Adresser toutes questions à: Morin, Sylvie	**Buyer Id - Id de l'acheteur** 629el
Telephone No. - N° de téléphone (613) 859-0761 ( )	**FAX No. - N° de FAX** (819) 956-5925
Increase (Decrease) - Augmentation (Diminution) $9,967,617.00	
Revised estimated cost Coût révisé estimatif $19,935,234.00	**Currency Type - Genre de devise** CAD
For the Minister - Pour le Ministre Morin, Sylvie Digitally signed by Morin, Sylvie Date: 2018.10.17 08:14:10 -04'00'	

Canada

This amendment is hereby raised to make the following changes:

1. extend the period of the contract by exercising option period 003, 004 and 005;
2. Increase the limitation of expenditure; and
3. modify article 7. Authorities.

1. At Article 6. Contract Period:

Delete: in its entirety

Insert:

(a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which begins on the date the Contract is awarded and ends on January 20, 2022.

2. At Revised Estimated Cost value found on page 1 of the Contract, as follows:

Delete: $9,967,617.00

(b) **Replace with the following:** $19,935,234.00; and

3. At Article 7. Authorities

Delete: in its entirety

Insert:

Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Sylvie Morin
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec K1A 0S5
Telephone: 613-859-0761
E-mail address: Sylvie.morin@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Robert Penwarden
Title: Senior Procurement and Contracting Officer
Organization: Canada Border Services Agency
Address: 355 North River Road, Tower B, 17th Floor
Ottawa, Ontario K1A 0L8

Telephone: 343-291-5669
E-mail address: Robert.Penwarden@cbsa-asfc.gc.ca

Name: Matthew Woods
Title: Senior Procurement and Contracting Officer
Organization: Canada Border Services Agency
Address: 355 North River Road, Tower B, 17th Floor
Ottawa, Ontario K1A 0L8
Telephone: 343-291-5726
E-mail address: Matthew.Woods@cbsa-asfc.gc.ca

In these person's absence, the Technical Authority is:

Name: Michel Derouin
Title: Senior Procurement and Contracting Officer
Organization: Canada Border Services Agency
Address: 355 North River Road, Tower B, 17th Floor
Ottawa, Ontario K1A 0L8
Telephone: 343-291-5668
E-mail address: Michel.Derouin@cbsa-asfc.gc.ca

Name: Erin Lapensee
Title: Manager
Organization: Canada Border Services Agency
Address: 355 North River Road, Tower B, 17th Floor
Ottawa, Ontario K1A 0L8
Telephone: 613-218-8521
E-mail address: erin.lapensee@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Contractor's Representative

Name:
Title: Director of Proposals
Organization: Veritaaq
Address: 1111 Prince of Wales Drive, Suite 100
Ottawa, Ontario K2C 3T2
Telephone:
Facsimile:
E-mail address:

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN UNCHANGED.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
4C2, Place du Portage
Gatineau
Québec
K1A 0S5

Title - Sujet
IT SERVICES SUPPLY CHAIN PROJECT

Contract No. - N° du contrat
47060-136911/018/EL

Date
2015-01-20

Client Reference No. - N° de référence du client
47060-136911

Requisition No. - N° de la demande
47060-136911

File No. - N° de dossier
615el.47060-136911

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
194020000, 610666, 2001, 81401
HST

GST/HST
TPS/TVH
☐
☐

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Canada Border Services Agency (CBSA)
355 North River Road
Tower B, 17th Floor
Ottawa, ON, K1A 0L8

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
vendors-fournisseurs@cbsa-asfc.gc.ca

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
123861098PG0001
Veritaaq Technology House Inc.
2327 St. Laurent Blvd.
Suite 100
Ottawa
Ontario
K1G4J8
Canada

Address Enquiries to: - Adresser toutes questions à:
Ghaddab, Nabil

Buyer Id - Id de l'acheteur
615el

Telephone No. - N° de téléphone
(819) 956-5419 ( )

FAX No. - N° de FAX
(819) 956-5925

Total Estimated Cost - Coût total estimatif
$9,967,617.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre
Nabil Ghaddab

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
4C2, Place du Portage
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
123861098PG0001
Veritaaq Technology House Inc.
2327 St. Laurent Blvd.
Suite 100
Ottawa
Ontario
K1G4J8
Canada

Title - Sujet
IT SERVICES SUPPLY CHAIN PROJECT

Contract No. - N° du contrat
47060-136911/018/EL

Date
2015-01-20

Client Reference No. - N° de référence du client
47060-136911

Requisition No. - N° de la demande
47060-136911

File No. - N° de dossier
615el.47060-136911

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
194020000, 610666, 2001, 81401
HST

GST/HST
TPS/TVH
☐
☐

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Canada Border Services Agency (CBSA)
355 North River Road
Tower B, 17th Floor
Ottawa, ON, K1A 0L8

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
vendors-fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Ghaddab, Nabil

Buyer Id - Id de l'acheteur
615el

Telephone No. - N° de téléphone
(819) 956-5419 ( )

FAX No. - N° de FAX
(819) 956-5925

Total Estimated Cost - Coût total estimatif
$9,967,617.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

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CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

VARIOUS INFORMATICS PROFESSIONAL SERVICES CATEGORIES AND LEVELS

FOR

CANADA BORDER SERVICES AGENCY (CBSA)

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CONTRACT CLAUSES

1. Requirement

(a) Veritaaq Technology House Inc. (the "**Contractor**") agrees to supply to the Client with the Services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services, as and when requested by Canada to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client:** Under the Contract, the "**Client**" is the Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

(i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

(ii) Canada will use a rotational method to allocate the Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.

(iii) Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.

(iv) The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

(v) If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funds.

(vi) The process of sending out a draft TA to the contractor with the greatest balance remaining of will continue until Canada either cancels the requirement for the task or it has been issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(vii) Once the Task Authorization is issued, the value of that Task Authorization (and the value of any subsequent amendment increasing or decreasing the value) will be subtracted from the funding allocated to that contractor.

(viii) When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funds. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funds), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with $2M, $1M and $750,000 in funding for Task Authorizations respectively, and $200,000 is added to the first contract, then $100,000 will be added to the second contract and $75,000 will be added to the third).

(c) **Process of Issuing a TA**: The processes for issuing, responding to, assessing and approving Task Authorizations are stated in Appendices A, B, C and D of Annex B.

(d) **Authority to Issue a TA**: Any TA with a value less than or equal to $1,200,000.00 (including GST/HST) may be issued by the Technical Authority. Any TA with a value greater than this amount must be issued directly by the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's authority to issue TAs at any time.

(e) **Charges for Work under a TA**: The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.

(f) **Consolidation of TAs for Administrative Purposes**: The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.

(g) **Period of Services:** No Task Authorizations may be entered into after the expiry date of the Contract.

(h) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under authorized TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed

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below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) April 1 to June 30;

(B) July 1 to September 30;

(C) October 1 to December 31; and

(D) January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of the task;

(C) the name and Category of Personnel of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the TA (GST or HST extra);

(E) the total amount (GST or HST extra) expended to date;

(F) the start and completion date; and

(G) the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TAs (as amended) :

(A) the amount (GST or HST extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all authorized TAs; and

(B) the total amount, GST or HST extra, expended to date against all validly issued tasks.

(i) On a specific Task Authorization, Canada may include one or both of the following conditions in the TA form in Appendix B or Annex B at article 6, as well as other conditions specified as required by CBSA:

(1) In the performance of this Task Authorization the Contractor may have access to information and material which may result in placing it in a real or perceived conflict of interest or confer an unfair advantage upon it in respect of its participation in future solicitations. By providing a quotation, the Contractor acknowledges such participation may, at the sole discretion of the Crown, disqualify the Contractor, its affiliated entities, employees, agents or subcontractors from participating in such contracts or solicitations.

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(2) The Contractor must obtain from each proposed resource a completed and signed non-disclosure agreement, in the form below, and provide them with their quotation in order for it to be considered responsive.

Non-Disclosure Agreement

I, (name of proposed resource)____________, recognize that in the course of my work as an employee or subcontractor of (Name of Contractor)_____________, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No 47060-136911 between Her Majesty the Queen in Right of Canada, represented by the Minister of Public Works and Government Services and Canada Border Services Agency, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract. I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No: 47060-136911.

__________________ __________________
Signature Date

(j) Additional Reporting Requirements

(i) Reporting requirements will be stipulated within any issued TA, and may include, but are not limited to, any combination of the following:

(A) Timesheets or other related timekeeping reports;
(B) Invoicing;
(C) Written progress and/or status reports relating to the delivery of specific services and completion of assigned tasks; and
(D) Other related reporting.

(ii) Copies of signed timesheets for all assigned resources indicating actual hours worked detailing the work done related to each element of the TA. CBSA will only accept costs for work actually performed, and in accordance with signed time sheets.

(iii) The Contractor must provide other ad hoc written or oral status updates as requested from the Technical Authority in relation to any and all TAs.

(iv) It is the responsibility of the Contractor to facilitate and maintain regular communication with the Technical Authority. In addition, the Contractor must immediately notify the Technical Authority of any issues, problems, or areas of concern in relation to any work completed under any resultant TA(s) as they arise.

3. Minimum Work Guarantee

(a) In this clause,

(i) "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding GST/HST); and

(ii) "**Minimum Contract Value**" means 1% of the Maximum Contract Value on the date the Contract is first issued.

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c) subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

(i) for default;

(ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

(iii) for convenience within sixty business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (http://sacc.pwgsc.gc.ca/sacc/index-e.jsp) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

(i) 2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

5. Security Requirement

All Contractor personnel proposed in response to a Task Authorization Form will be assessed for Reliability Status by CBSA in accordance with the procedures in Appendix A of Annex B.

The following Security Requirement (SRCL and related clausing), as set out under Annex "A" to Part B to the Supply Arrangement also applies to the Contract.

(a) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

(b) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET as required, granted or approved by CISD/PWGSC.

(c) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

(d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CIISD/PWGSC.

(e) The Contractor must comply with the provisions of the:

   (i) Security Requirements Check List EN578-055605/B, described in Annex C;

   (ii) *Industrial Security Manual* (Latest Edition).

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

   (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends on January 20, 2017; and

   (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

   (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

   (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Name: Nabil Ghaddab
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 11 Laurier St., Gatineau, Québec
Telephone: 819-956-5419
E-mail address: nabil.ghaddab@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) **Technical Authority**

The Technical Authority for the Contract is:

Name: Rachelle McGregor
Title: Acting Team Leader, IT Professional Services
Organization: Canada Border Services Agency (CBSA)
Address: 355 North River Road;Tower B, 17th Floor; Ottawa, ON, K1A 0L8
Telephone: 343-291-5668
Email: Rachelle.McGregor@cbsa-asfc.gc.ca

In her absence, the Technical Authority is one of the following:

Name: Kevin Hailemariam
Title: Senior Procurement Officer, IT Professional Services
Organization: Canada Border Services Agency (CBSA)
Address: 355 North River Road;Tower B, 17th Floor; Ottawa, ON, K1A 0L8
Telephone: 343-291-5721
Email: Kevin.Hailemariam@cbsa-asfc.gc.ca

Name: Val Wawrzynczak
Title: Acting Manager, Contracting and Procurement
Title: Senior Procurement Officer, IT Professional Services
Organization: Canada Border Services Agency (CBSA)
Address: 355 North River Road;Tower B, 17th Floor; Ottawa, ON, K1A 0L8
Email: Val.Wawrzynczak@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority. By notice from the Contracting Authority, a temporary Technical Authority may be designated in the Contract.

(c) **Contractor's Representative**

Name:
Title: Director of Sales

Organization: Veritaaq
Address: 2327 St. Laurent Blvd Suite 100 Ottawa ON K1G 4J8
Telephone:___ ___ ____
Facsimile:
E-mail address:

8. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For Services requested by Canada (including work outside the Standard Workday and On-Call work), in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked plus any applicable minimum On-Call Charge and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex A, Basis of Payment, GST/HST extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) Where this Contract includes requirements for which there are no separate line items in Annex A Basis of Payment, the prices for those requirements are included in the per diem rates payable under the TA or TAs related to such work.

(iii) **Pre-Authorized Travel and Living Expenses**: Canada will not pay any travel or living expenses associated with performing the Work.

(iv) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Professional Services Rates**: In Canada's experience, Bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses, or is unable, to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measures Policy (or equivalent) then in effect, which measures may include prohibiting the Contractor from bidding on future requirements that include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment for the Contractor from bidding on future requirements.

(vi) **Purpose of Estimates**: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

(b) Limitation of Expenditure

(i) Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page 1 of the Contract, less any applicable GST or HST. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

(ii) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

(A) it is 75 percent committed, or

(B) 4 months before the Contract expiry date, or

(C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

(iii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) Method of Payment for Firm Per Diem Rate Task Authorizations with a Maximum Price: For each Task Authorization issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(e) Payment Credits

(i) If the Contractor does not provide a required resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5 hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(ii) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(iii) **Termination for Failure to Meet This Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default, in accordance with the General Conditions, by giving the Contractor three months' written notice of its intent, if:

(A) the total amount of credits for any given monthly billing cycle reach a level of 10% of the total billing for that month; or

(B) the corrective measures required of the Contractor described above are not met.

(iv) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period, including during implementation.

(v) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(vi) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(vii) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(viii) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(f) No Responsibility to Pay for Work not performed due to Closure of Government Offices

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

9. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.

(c) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract or TA and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

12. Copyright in Material

(a) In this section, “Material” means anything that is created by the Contractor as part of the Work under the Contract, that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that codes. “Material” does not include anything by the Contractor before the date of the Contract.

(b) Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa majesté la Reine du chef du Canada (année).

(c) The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

(d) The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the

CBSA - Disclosed under the Access to Information Act
ASFC - Divulgation en vertu de la Loi sur l'Accès à l'information.

Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) supplemental general conditions 4002 (2010-08-16);

(c) supplemental general conditions 4006 (2010-08-16);

(d) General Conditions 2035 (2012-11-19), Higher Complexity - Services;

(e) Annex B, Statement of Work (SOW) including its appendices in the order they appear;

(f) Annex A, Basis of Payment;

(g) Annex C, Security Requirements Check List;

(h) the signed Task Authorizations including required Certifications;

(i) Supply Arrangement Number EN578-055605/348/EL (the “Supply Arrangement”); and

(j) The Contractor's bid dated March 08, 2013.

14. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

15. Insurance Requirements

(a) It shall be the sole responsibility of the Contractor to decide whether or not any additional insurance coverage is necessary for its own protection or to fulfil it's obligations under the Contract. Any such insurance shall be provided and maintained by the Contractor at its own expense.

(b) The following insurance provisions shall not limit any insurance required by federal, provincial or municipal law.

(c) The Contracting Authority may request at any time, evidence that the insurance requirements stipulated in the contract are met.

(d) The evidence of insurance, if requested, is to be provided in the following manner:

  (i) The Certificate(s) of insurance signed by the insurer's underwriter containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements; or

  (ii) A certified true copy of the policy

(e) **Commercial General Liability (CGL):** Commercial General Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN $2,000,000.00 per accident or occurrence and in the annual aggregate.

(f) **CGL Endorsements:** The following endorsements must be incorporated into the conditions of the Contractor's Commercial General Liability insurance policy:

(i) Additional Insured Endorsement: Canada is included as an additional insured, but only with respect to liabilities that may arise from the contractor's own negligence, in the performance of the contract.

(ii) Notice of Cancellation Endorsement: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(iii) Cross Liability Endorsement: Without increasing the limit of liability, the policy will protect all insured parties to the full extent of coverage provided. Further, the policy will apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(iv) Joint and Several Liability Endorsement: The policy will respond to liability arising from negligence of the insured contractor, any Insured, or joint negligence of Insured parties.

(v) Contractual Liability Endorsement: The policy will, on a blanket basis or by specific reference to this contract, extend to assumed liabilities with respect to contractual insurance provisions.

(vi) Contingent Employer's Liability Endorsement": To protect the contractor for liabilities arising in the management and administration of statutory and contractual entitlements of their employees.

(vii) Voluntary Medical Payments, $5,000 per person, $25,000 per accident: To provide, without contestation, for expenses incurred in instances of minor accidental bodily injuries.

(viii) Products and Completed Operations Broad Form (24 months): While not limited to this, the endorsement should include service, assembly and repair activities as well as material, parts or equipment furnished in connection with the work performed by the Contractor or on it's behalf.

(ix) Independent Contractors Liability Endorsement (if any): Unless otherwise insured elsewhere, and evidence thereof is secured by the Contractor, all subcontractors are included as Insured by the policy.

(x) Non-Owned Automobile Endorsement: To protect the contractor for liabilities arising by their use of vehicles owned by other parties including Canada.

(g) **Errors and Omissions insurance:** Errors and Omissions Liability insurance will be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN $2,000,000.00 per loss and in the annual aggregate, inclusive of defence costs. If this is a claims made policy and the duration of the contract exceeds the policy term, in the event of cancellation or non-renewal of the policy, an Extended Claims Reporting Endorsement, minimum twelve (12) months, must be secured by the Contractor.

(h) **Errors and Omissions Endorsements**: The following clauses must be incorporated into the conditions of the Contractor's Errors and Omissions Liability coverage:

(i) Notice of Cancellation Endorsement: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

16. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

17. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, Article 08 is deleted and the following applies instead:

(i) If a specific individual is identified in the Contract to perform the Work, the Contractor must provide his or her services within ten working days of the issuance of the Contract or Task Authorization (whichever first contains instructions for that individual to commence Work) unless the Contractor is unable to do so due to the sickness, death, extended leave (including parental leave or disability leave), retirement, resignation or dismissal for cause of the individual.

(ii) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, within five working days of the departure of an existing resource (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) the Contractor must provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for work; and

(B) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed the score obtained for the original resource.

(iii) Where Canada becomes aware that an individual identified under the Contract to provide the services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default, or

(B) require the Contractor propose a replacement acceptable to Canada to be rated by the Techncial Authority. The replacement must have qualifications and experience that meet or exceed the score obtained for the original resource.

(iv) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(v) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

18. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

19. Representations and Warranties

The Contractor made statements regarding its and its own proposed resources' experience and expertise in its bid that resulted in the award of the Contract and issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

20. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

21. Contractor's Identification Protocol Responsibility

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as the Contractor Representatives) complies with the following self identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting whether internal or external to Canada's offices must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If the Contractor is, in Canada's determination, in breach of any obligation stated in this Article, upon written notice from Canada, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

22. Transition Services at the end of Contract Period

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to three months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no charge for these services.

23. Termination for Convenience

With respect to Article 30 of General Conditions 2035, if applicable, or Article 32 of 2030, if applicable, subarticle 4 is deleted and replaced with the following subsections 4, 5 and 6:

> 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
>
> 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
>
> (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
>
> (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
>
> 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

24. Handling of Personal Information

(a) The Contractor acknowledges that Canada is bound by the Privacy Act, R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act and will comply with any requirement established by the Contracting Authority that is reasonably required to ensure that Canada meets its obligations under that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

(b) All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

ANNEX A

BASIS OF PAYMENT

1. Professional Services

In accordance with the contract, the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract, GST/HST extra.

STREAM 1

FOR THE INITIAL CONTRACT PERIOD (2 YEARS)

Category of Personnel	Level	Firm Per Diem Rate
Application/Software Architect	3	
Systems Analyst	3	
Web Architect	3	
Business Architect	3	
Inforamtion Management (IM) Architect	3	
Technology Architect	3	
Enterprise Architec	3	
Technical Writer	3	

FOR THE OPTION YEAR 1 (1 YEAR)

Category of Personnel	Level	Firm Per Diem Rate
Application/Software Architect	3	
Systems Analyst	3	
Web Architect	3	
Business Architect	3	
Inforamtion Management (IM) Architect	3	
Technology Architect	3	
Enterprise Architec	3	
Technical Writer	3	

FOR THE OPTION YEAR 2 (1 YEAR)

Category of Personnel	Level	Firm Per Diem Rate
Application/Software Architect	3	
Systems Analyst	3	
Web Architect	3	
Business Architect	3	
Inforamtion Management (IM) Architect	3	
Technology Architect	3	
Enterprise Architec	3	
Technical Writer	3	

FOR THE OPTION YEAR 3 (1 YEAR)		
Category of Personnel	**Level**	**Firm Per Diem Rate**
Application/Software Architect	3	[redacted]
Systems Analyst	3	[redacted]
Web Architect	3	[redacted]
Business Architect	3	[redacted]
Inforamtion Management (IM) Architect	3	[redacted]
Technology Architect	3	[redacted]
Enterprise Architec	3	[redacted]
Technical Writer	3	[redacted]

FOR THE OPTION YEAR 4 (1 YEAR)		
Category of Personnel	**Level**	**Firm Per Diem Rate**
Application/Software Architect	3	[redacted]
Systems Analyst	3	[redacted]
Web Architect	3	[redacted]
Business Architect	3	[redacted]
Inforamtion Management (IM) Architect	3	[redacted]
Technology Architect	3	[redacted]
Enterprise Architec	3	[redacted]
Technical Writer	3	

FOR THE OPTION YEAR 5 (1 YEAR)		
Category of Personnel	**Level**	**Firm Per Diem Rate**
Application/Software Architect	3	[redacted]
Systems Analyst	3	[redacted]
Web Architect	3	[redacted]
Business Architect	3	[redacted]
Inforamtion Management (IM) Architect	3	[redacted]
Technology Architect	3	[redacted]
Enterprise Architec	3	[redacted]
Technical Writer	3	[redacted]

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

ANNEX B

STATEMENT OF WORK

(See attached hereto)

ANNEX C

SECURITY REQUIREMENTS CHECK LIST (SRCL)

(See attached hereto)

ANNEX B - STATEMENT OF WORK

1.0 TITLE

1.1 Canada Border Services Agency (CBSA) – IT Services Supply Chain.

2.0 BACKGROUND

2.1 CBSA is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods, including animals and plants that meet all requirements under its legislation. Under this mandate, CBSA enables effective and efficient border management through the design, development, implementation, delivery and operation of innovative solutions, science and technology for the major issues facing border management today and in the future.

2.2 CBSA provides effective management of Canada's border through the strategic development, application and oversight of Information Technology and Information Management services. Integrated IT services are administered across Canada, including headquarters and seven regional locations - Atlantic, Quebec, Greater Toronto Area, Northern Ontario, Southern Ontario, Prairie and Pacific.

To optimally manage border programs, corporate maturity and operational excellence, the Information, Science and Technology Branch (ISTB) of CBSA provides technical expertise to advance information management; enterprise architecture; IT infrastructure and solutions; and planning and portfolio management. Among other aspects, the ISTB provides technology leadership for a sustainable portfolio of business applications in support of CBSA's strategic priorities. It ensures effective delivery of technology products, applications and services to meet business needs, while ensuring integrity and availability of all technology infrastructure.

2.3 On February 4, 2011, the Prime Minister of Canada and the President of the United States issued a declaration called "Beyond the Border: A Shared Vision for Perimeter Security and Economic Competitiveness", also called the "Declaration". The Declaration established a new long-term partnership built upon a perimeter approach to security and economic competitiveness. This means working together, not just at the border, but also beyond the border to enhance our security and accelerate the legitimate flow of people, goods and services. Leaders called for the development of a joint action plan to realize this goal.

2.4 CBSA has a requirement for informatics professional support specialist services and the deliverables associated with them; such services (and Deliverables as listed in 6.0 below) taken together referred to as Services. The Services will support projects and program initiatives that relate to the Declaration including those listed at 5.0 below.

3.0 OBJECTIVE

3.1 The Contractor must provide the Services to support the CBSA's business and technology requirements under the CBSA mandate by ensuring that operational demands are maintained and internally available resources and skill sets are supplemented. Technical advancements are required to manage activities such as risk assessment and intelligence, trusted programs, port of entry operations, criminal investigations and immigration enforcement, trade and recourse. As a result, CBSA requires the Services for up to seven work streams at various levels to supplement internal capacity.

3.2 The Services are required to support the CBSA's strategic priorities, technology requirements and ensure forward momentum for effective border management. As a multi-disciplinary organization, technology changes have significant impacts on programs, projects and other operations. The Contractor must be equipped to provide technical expertise to support not only existing initiatives, but also future undertakings and transitions.

4.0 BUSINESS AND TECHNICAL ENVIRONMENT

4.1 Business Environment

4.1.1 CBSA's regular working hours are Monday to Friday, between 7 a.m. to 6 p.m. Eastern Time (Standard Workday).

4.1.2 The Contractor must provide the Services within the Standard Workday of CBSA, as identified above, with the occasional requirement to provide Services outside the Standard Workday, as specified in any resultant Task Authorization (TA).

4.1.3 **Work Outside Standard Workday Hours**

(a) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.

(b) The Technical Authority will advise the Contractor as soon as possible of any overtime requirements. All overtime must be pre-approved by the Technical Authority.

(c) The per diem rates paid for work outside Standard Workday Hours will be the same as the per diem rates indicated in Annex A.

(d) Under some special circumstances, the Contractor's resources must be available (On-Call) to be called back to work, outside the Standard Workday, at the regular per diem rate, as established in the Contract.

(e) The Technical Authority will advise the Contractor as soon as possible of any On-Call requirements and their duration. All On-Call must be pre-approved by the Technical Authority.

(f) The per diem rates paid for actual hours of On-Call Work performed will be the same as the per diem rates indicated in Annex A. The Contractor will not be paid for the actual hours of the On-Call standby period (wait time), but will be paid an initial 3 hours minimum charge for On-Call Work approved by the Technical Authority.

4.2 Technical Environment

4.2.1 The Contractor will provide the Services in conformance with CBSA's standard desktop operating software, currently, Microsoft Office Suite (including Word, Excel, and PowerPoint).

4.2.2 All Deliverables provided by the Contractor will become integrated within CBSA's technical and operational environment as specified by CBSA.

4.2.3 The technical environment at CBSA is comprised of several technologies including but not limited to:

- JAVA on IBM Z O/S, SUN Solaris Server, or Microsoft Server
- COBOL on IBM Z O/S Mainframe
- DB2 and Sybase RDBMS/ IBM DB2 on z/OS (version 8 or more), Sybase on RDMS
- IBM Rational Software Architect
- WebSphere
- IBM Websphere Application Server on zOS (version 6 or more)
- IBM Websphere Test Environment (version 6 or more)
- IBM Websphere MQ on zOS (version 6 or more)
- CVS NT
- IBM Plugin for HTTP
- HTTPS (SSL)
- Wily Introscope
- Oracle WebLogic
- JAVA policy files
- ACSII to EBCDIC (code pages)
- CA Siteminder
- CTG (CICS Transaction Gateway)
- Microsoft C++
- RESTFUL Web Services
- Electronic Data Interchange (EDI) - MQ Series
- SAP ECC 6.0
- SAP Convergent Invoicing
- SAP NetWeaver Portal
- Financial Sector Collection and Disbursement
- Public Sector Records Management
- Public Sector Collection Disbursement (PSCD)
- External Community Members
- Debt Recovery Management
- SAP Convergent Invoicing
- Debt Recovery Management
- Business Rule Framework (BRF) and SAP NetWeaver Business
- Management SAP NetWeaver BRM for ABAP
- Rules Financial Accounting (FI)
- Controlling (CO)
- Sales and Distribution (SD)
- Smart Form
- JavaScript
- XML
- Microsoft Office Suite
- Professional ADOBE Acrobat

- Solution Manager
- CRM user (Marketing, Sales and Service, Interaction Centre Processing)
- Property Tax
- FSCM (Biller Direct, Dispute and Credit Management)
- TPOS – Taxpayer Online Services
- ERP 6.0 + current enhancement package
- Impromptu
- Oracle
- Visio
- PBWin
- Oracle CASE
- Rational Rose
- RUP
- IBM DB2
- ERWin Data Modelling tool
- Strong 2-factor security/authentication
- Microsoft TSP using Citrix extensions
- Smartcard hardware drivers
- Entrust migrations EDS (Entrust Desktop Security) and ESP (Entrust Service Provider)
- Latency
- Card migration, certificates
- Card usage using old and new software versions
- Authentication for application access
- Encryption and decryption functions
- ICA client
- Workstation “start” menu
- Virtual desktop
- Virtual environment
- Virtual serial channels
- Locally-connected devices and peripherals, including drivers
- CAPI stores and remote cache
- DNS and network routing
- Secure Remote Access
- Active Directory/Group Policy Object
- Oracle Solaris
- Microsoft PowerPoint, Visio, Word, Excel, Internet Explorer, Windows 2000 and XP, Microsoft Terminal Services Platform, Citrix Extensions
- HP Quick Test Professional.
- HP Quality Center
- US and UN API EDIFACT Message Formats that pertain to the Airline
- HTML
- IBM DB2
- J2EE
- Java
- MS Access
- MS SQL
- Message Queue (formerly MQ Series)
- Mobile Platform application Development.NET
- Netron/CAP

- PNR – Passenger Name Record formats that pertain to Airline Industry
- PowerBuilder Rational Rose
- RSA (Rational Software Architect)
- XML
- WSAD (WebSphere Studio Application Development)
- MIL-STD-498
- Transaction Processing Systems
- Risk Assessment Systems
- Portal Systems
- Web Services

4.2.4 The future technical environment at CBSA may be comprised of the following additional technologies:

a) Web Access Manager (WAM) and associated integrated technologies
b) Java on UNIX with Servlets; Oracle Portal on UNIX with JSR168 compliant portlets
c) COBOL on IBM Z O/S Mainframe
d) Data Acquisition Custom off the Shelf (COTS) software products for such items as data translation and data quality
e) Client Support COTS software products
f) Various other COTS products such as Business Rules Engine, Integrated Voice Recognition and Transponder Technology.

5.0 SCOPE OF WORK

5.1 The Contractor must, on an "as and when requested" basis and as described in any fully executed TA form(s), provide the Services to CBSA's satisfaction. Resources may be called upon to satisfy any combination of the tasks identified in 5.3 below.

The Contractor's Services to support program initiatives and projects related to the Declaration will include technological support to sustain operational requirements, human resource management activities, corporate affairs, comptrollership activities, CBSA programs, and project development.

The Contractor must store all technical or research documentation gathered or produced during the provision of the Services in CBSA's repository.

5.2 Key program initiatives to be supported include but are not limited to eManifest, Beyond the Border, Postal Modernization, CBSA Assessment and Revenue Management (CARM), Refugee Reform, Accounts Receivable Ledger and OGD Single Window.

In addition to these specific program initiatives, program initiatives that may be related to the declaration include but are not limited to:

- ▷ Database and data administration and management
- ▷ Research and development for new computer hardware and software
- ▷ Release and change management for IT applications and infrastructure
- ▷ Client desktop support
- ▷ Production support
- ▷ Maintenance and system enhancement
- ▷ Application and system testing
- ▷ Computer science program initiatives
- ▷ Business Intelligence program initiatives

- Data warehouse program initiatives
- Design and implementation of solutions
- Systems integration, development, maintenance and implementation
- E-business Integration and eportal Solutions
- Enterprise, Business, Solutions, Information and Security Architecture
- Information and Records Management
- Quality Management
- Infrastructure change and management
- Configuration Management
- Deployment and site management
- LAN Services and secure Network development
- Legacy Systems management
- Managing and delivering projects
- Capacity management
- Just in time data transmission initiatives
- System outage fixes
- Enterprise-wide capability initiative

CBSA's projects which may support the Declaration include but are not limited to:

Single Window Initiative	Abbotsford-Huntingdon (AH)	Cornwall Relocated Temporary Port of Entry	Tariff and Risk Assessment for HST
Advance Passenger Information/Passage Name Record (API/PNR)	Manitoba Small Ports Project	National Targeting Implementation Program (NTIP)	Shift Planning
Emanifest	Pacific Highway	Data Centre Recovery (DCR)	Arming
Postal Modernization Initiative	Beaver Creek	IT-Prerequisites	CBSA Assessment and Revenue Management (CARM)
Temporary Resident Biometrics Project (TRBP)	Lacolle	Incident Management Reporting System (IMRS)	Beyond the Border
Refugee Reform	Rigaud	Correspondence Tracking	
Automated Border Clearance (ABC)	Prescott	Recourse Content Management System (RCMS)	
Secure Communications	Accounts Receivable Ledger (ARL)	Secure Systems Transition Project	
Trusted Travelers Kiosk Replacement	Doubling Up	Information Management Program	
Kingsgate	Job Hazard Analysis Three	Environmental Information Management System (EIMS)	

5.2 In supplying resources, the Contractor must supply:
a) A single resource to work independently; or
b) A single resource as part of, or to lead, a team; or
c) A group of resources to act as a team; or
d) A group of resources to supplement a team; or
e) Multiple resources to act in any combination of the above.

5.3 Resource Categories and Tasks

STREAM 1 – Project Architecture

5.3.1 The Application/Software Architect - Level 3 will be responsible for, but not be limited to, doing the following:

5.3.1.1 Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;

5.3.1.2 Analyze and evaluate alternative technology solutions to meet business problems;

5.3.1.3 Ensures the integration of all aspects of technology solutions.

5.3.1.4 Analyze functional requirements to identify information, procedures and decision flows;

5.3.1.5 Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary;

5.3.1.6 Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems;

5.3.1.7 Define input and output sources, including detailed plan for technical design phase, and obtain approval of the system proposal;

5.3.1.8 Provide analysis to define system functionality using the Unified Modeling Language (UML);

5.3.1.9 Analyze and support development in an integrated enforcement, enrolment of risk assessment functionality;

5.3.1.10 Interact and coordinate activities with other team to ensure a successful delivery of the expected results;

5.3.1.11 Leading and facilitating Joint Application Architecture and Design sessions.

5.3.2 The System Analyst - Level 3 will be responsible for, but not be limited to, doing the following:

5.3.2.1 Develop requirements, feasibility, cost, design, and specification documents for systems;

5.3.2.2 Implement systems to support projects, departments, organizations or businesses;

5.3.2.3 Translate business requirements into systems design and specifications;

5.3.2.4 Analyze and recommend alternatives and options for solutions;

5.3.2.5 Develop technical specifications for systems development, design and implementation.

5.3.3 The Web Architect (Usability Researcher) - Level 3 will be responsible for, but not be limited to, doing the following:

5.3.3.1 Unit test the code prior to releasing it for integration testing;
5.3.3.2 Monitor the need for architectural changes as the project progresses;
5.3.3.3 Develop test plans for testing the system;
5.3.3.4 Ensure functionalities have been implemented according to specifications;
5.3.3.5 Develop post-implementation plan for monitoring/tracking architecture stability;
5.3.3.6 Experimental design;
5.3.3.7 Responsible for the collection, examination, summarization, manipulation, and interpretation of quantitative data to discover its underlining causes, Patterns, relationship, and trends;
5.3.3.8 User profiling; Capture the needs, goals, values, expectations and habits of users and forming well defined users groups;
5.3.3.9 Perform Audience analysis; this would include the understanding of the user group for which the design is targeted. This would include the audiences, demographics, physical location, amount of time available to view the design and interest in the subject matter;
5.3.3.10 Perform task analysis: What a user is required to do in terms of actions and/or cognitive processes to achieve a task;
5.3.3.11 Prepare scenarios built around defined user profiles and personas and include descriptions of common user tasks.

5.3.4 The Business Architect - Level 3 will be responsible for, but not be limited to, doing the following:

5.3.4.1 Develop policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities;
5.3.4.2 Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate.

5.3.5 The Information Management Architect - Level 3 will be responsible for, but not be limited to, doing the following:

5.3.5.1 Analyse existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration;

5.3.5.2 Develop and document detailed statements of requirements;

5.3.5.3 Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary;

5.3.5.4 Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;

5.3.5.5 Prototype potential solutions, provide tradeoff information and suggest recommended courses of action;

5.3.5.6 Perform information modeling in support of BPR implementation;

5.3.5.7 Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies;

5.3.5.8 Provide advice in defining new requirements and opportunities for applying efficient and effective solutions;

5.3.5.9 Identify and provide preliminary costs of potential options.

5.3.6 The Technology Architect - Level 3 will be responsible for, but not be limited to, doing the following:

5.3.6.1 Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;

5.3.6.2 Ensures the integration of all aspects of technology solutions;

5.3.6.3 Monitor industry trends to ensure that solutions fit with government and industry directions for technology;

5.3.6.4 Perform impact analysis of technology changes;

5.3.6.5 Provide support to applications and technical support teams in the proper application of existing infrastructure;

5.3.6.6 Coach, mentor and train the organization to perform any of the above.

5.3.7 The Enterprise Architect - Level 3 will be responsible for, but not be limited to, doing the following:

5.3.7.1 Evaluate the enterprise's business and Information and Communication Technologies (ICT) architecture, determine its consistency and integration with the organization's business and ICT strategies, assess the degree of its alignment with Treasury Board CIO Business Transformation Enablement Program (BTEP) and Federated Architecture Program (FAP) and recommend changes to the business and ICT architecture to improve its alignment with these external factors;

5.3.7.2 Assess the feasibility of migrating from the current state to the target business architecture and enabling technologies and identify the risks associated with migrating to the target business architecture and technologies and make recommendations for risk mitigation;

5.3.7.3 Identify business and technology trends that create opportunities for business improvement, advise business and ICT Senior Executives on ICT trends and emerging technologies and the impact on the organization's and government ICT architectures and business strategies, model "What if" scenarios and recommend appropriate changes to the existing architecture and ICT infrastructure, and recommend alternative solutions, methodologies and strategies;

5.3.7.4 Produce an architectural evolution plan, recommend prioritization of architecture evolution initiatives, and develop and implement an architecture evolution plan;

5.3.7.5 Manage the development and implementation of an architectural improvement plan;

5.3.7.6 Coach, mentor and train the organization to perform any of the above.

5.3.8 The Technical Writer will be responsible for, but not be limited to, doing the following:

5.3.8.1 Planning, researching and writing technical architecture artifacts, and specifications;

5.3.8.2 Analyzing material, such as notes and drawings, and writing architecture artifacts, and other documents to explain clearly and concisely the architecture end state;

5.3.8.3 Modifying, validating and compiling technical documents such as technical publications in general and system data lists and drawings;

5.3.8.4 Assisting and participating in meetings; this includes writing meeting minutes;

5.3.8.5 Reviewing documents, drawings and associated data for conformance to established standards.

5.3.9 The Web Architect (Usability Designer) - Level 3 will be responsible for, but not be limited to, doing the following:

5.3.9.1 Perform architectural modeling to ensure consistency of the design with existing work;

5.3.9.2 Develop code based upon design and requirements documents;

5.3.9.3 Ensure functionalities have been implemented according to specifications;

5.3.9.4 Create web pages including multi-media design;

5.3.9.5 Develop flowcharts depicting navigation and basic content;

5.3.9.6 Develop line drawings or block diagrams illustrating the priority of information, links and space requirements;

5.3.9.7 Develop content diagrams showing the interactive connection between pages;

5.3.9.8 Develop interactive prototypes showing basic form and functionality used for both usability testing and presentations;

5.3.9.9 Design and conduct user needs analysis and experimental design;

5.3.9.10 Research analysis in problem definition.

6.0 DELIVERABLES

6.1 Deliverables will be identified within TAs issued under the Contract as specified in Appendix A of Annex B, Article 1. The Contractor must ensure that all Deliverables submitted are in conformity with the instructions issued by the Technical Authority as specified in the TA. The scope of work attached to each TA will identify the particular deliverable(s), tasks, and other relevant areas of consideration, e.g. language of deliverables that are required to be implemented by the Contractor in the provision of Services.

6.1.1 Deliverables may include, but will not be limited to the following:

- Project plans;
- Analysis documents;
- Requirements studies;
- Use cases;
- Test plans and scripts;
- Architecture Variance;
- Business Context Models such as Business Use Case (BUC) Models;
- Preliminary Options Analysis (POA);
- Conceptual System Design (CSD);
- Technical Design Document (TDD);
- Consultation Documentation;
- Initial Project Plans (IPP) technical content;
- Development Strategy;
- Context Models;
- Usability Engagement Plan;
- Usability Value and Risk Assessment;
- Business User Model;
- Critical Success Factors;
- Documentation according to CBSA's set of best practices, standards and methodologies;
- Development of technical documentation and procedures;
- Complete analysis of current environments and recommendations for increasing and optimizing performance;
- Perform monitoring of query usage and recommend ways to modify tables for increased performance (e.g., adding indices, joining tables, adding foreign keys, etc;
- Costing/Financial reports

6.1.2 Resources will be required to produce the Deliverables in various formats. These include, but are not limited to:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Adobe Acrobat

6.2 The Contractor must submit all Deliverables to the Technical Authority in accordance with the timing as set out in each TA. All text Deliverables shall be delivered in both hard and electronic copy or to the specifications of CBSA. All Deliverables must be accurate, truthful and in accordance with the specifications required by the Contract.

7.0 GREEN PROCUREMENT AND SERVICES

7.1 The Contractor must ensure, where possible, that all materials employed and work methods used by both the Contractor and its deployed personnel and resources will comply with CBSA's and the Government of Canada's Green Procurement Strategy.

APPENDIX A OF ANNEX B

TASKING PROCEDURE

1. Task Authorization (TA) Initiation

Where a requirement for a specific task has been identified, a TA will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Task Authorization". A Task Authorization Form (TA Form) as attached at Appendix B of Annex B will be prepared by the Technical Authority and sent to the Contractor. The TA Form will contain the following information, if applicable:

(i) a task number;
(ii) the date by which the Contractor's quotation must be received by the Technical Authority;
(iii) the Categories of Resources and the number required;
(iv) a detailed Statement of Work (SOW) for the task outlining the work activities to be performed and describing the Deliverables (such as reports) to be submitted, including the required format and media;
(v) the required start and completion dates (if any);
(vi) a schedule of milestone completion dates for major work activities, deliverables and payments (if applicable);
(vii) the number of person-days of effort required;
(viii) whether the work performance will require on-site activities at a given location;
(ix) a description of any travel requirement, including the content and format of any required travel report;
(x) the level of security clearance required of the Contractor's personnel;
(xi) the language profile required of the Contractor's personnel;
(xii) any funding sources against which the task will be tracked;
(xiii) The maximum TA price payable to the Contractor for performing the task, indicating how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
(xiv) any other constraints that might affect the completion of the task.

2. The Contractor's TA Quotation

2.1 If a requirement for a specific task is identified, a draft "statement of task" will be prepared by the Technical Authority and sent to the Contractor. Once it receives the statement of task, the Contractor must submit a quotation to the authority identified in the TA detailing the cost and time to complete the task. No rates applicable to resources contracted for under another contract may be provided for assessment. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for providing the quotation or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within 2 working days of the request.

2.2 For each proposed resource the Contractor must supply a resume, the requested security clearance information and must complete the Response Tables at Appendix C of this Annex B applicable to the Categories of Resources identified in the TA. The resumes should demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to résumés and resources:

(A) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (refer to Appendix D to Annex "A", Certifications). For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of issuance of the draft "statement of task".

(B) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of the quotation and must continue, where applicable, to be a member in good standing of the profession's governing body throughout the Contract Period.

(C) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

(D) For any requirements that specify a particular time period (e.g., two years) of work experience, Canada will disregard any information about experience if the individual's résumé does not include the relevant dates for the experience claimed (i.e., the start date and end date). Canada will assess only the duration that the resource actually worked on the project or projects (from his or her start date to end date, in stead of the overall start and end date of a project or a combination of projects in which a resource has participated).

(E) For work experience to be considered, a résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, only one project will be counted toward any requirements that relate to the individual's length of experience.

2.3 The quotation must be signed and submitted to the Technical Authority within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

2.4 As part of the provision of Services, the Contractor may be required as part of the TA work to submit to the Technical Authority, a service delivery plan, within ten (10) business days of a TA being issued by CBSA. This plan must identify team structure, detailed work schedule, quality assurance mechanisms, and any other information identified in the TA, needed in order to present the Contractor's intended strategy to fulfill requirements stipulated in the TA form authorized by the Technical Authority.

2.5 The Contractor must submit with its quotation for each proposed resource:

(i) the level of security clearance granted or approved by CISD/PWGSC; and

(ii) a completed signed TBS 330-23 Form – Personnel Screening Consent and Authorization (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf).

CBSA will conduct a personnel Reliability Status assessment on the proposed resources, which may include a credit check. In the event a resource does not pass the assessment, the Contractor's quotation will be found to be non-responsive.

3. Assessment

3.1 The qualifications and experience of the proposed resources will be assessed against the requirements set out in the TA Form to determine each proposed resource's compliance with the criteria identified in Appendix C to this Annex B.

3.2 If reference checks are requested, Canada will conduct the reference check in writing by e-mail (unless the contact at the reference is only available by telephone). A Bidder will not be responsive to a mandatory technical criterion nor will it be awarded any points for a point-rated technical criterion unless the response is received to an e-mail reference check request within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated. The mandatory technical criteria will not be considered met nor will points be awarded for point-rated technical criteria if the reference customer is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder). Nor will the mandatory technical criteria be met or points for point-rated technical criteria be awarded if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder. Canada references will be accepted.

3.3 During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

3.4 Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the minimum threshold score for the point rated criteria for the applicable resource category. If the minimum threshold score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

4 Acceptance

4.1 Once the Technical Authority has accepted the quotation, the TA Form will be signed by Canada and provided to the Contractor for signature. All TA Forms estimated at $1,200,000 or less will be approved and signed by the Technical Authority who will send a copy of the signed TA to the Contracting Authority. All TA Forms estimated at over $1,200,000 will be signed by the Technical Authority and the Contracting Authority.

4.2 The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a fully signed TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B OF ANNEX B

TASK AUTHORIZATION FORM

(SEE ATTACHED HERETO)

APPENDIX C OF ANNEX B

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLES

(TO BE USED WHEN THE CONTRACT IS AWARDED)

(SEE ATTACHED HERETO)

APPENDIX D OF ANNEX B

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the TA Form when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and we are aware that the Department of Public Works and Government Services reserves the right to verify any information provided in this regard and that untrue statements may result in the TA response being declared non-responsive or in other action which the Minister may consider appropriate.

____________________________________	__________________
Print name of authorized individual & sign above	Date

2. CERTIFICATION OF AVAILABILITY AND STATUS OF PERSONNEL

AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under any Task Authorization resulting from this Contract, the persons proposed in the TA response will be available to commence performance of the work within a reasonable time from the date of acceptance of the Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

____________________________________	__________________
Print name of authorized individual & sign above	Date

3. STATUS OF PERSONNEL

If the Contractor has proposed any person in fulfillment of this requirement who is not an employee of the Contractor, the Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement and to submit such person's resume to the Contracting Authority. As well, the Contractor hereby certifies that the proposed person is aware that overtime may be required and is willing to comply.

____________________________________	__________________
Print name of authorized individual & sign above	Date

4. CERTIFICATION OF LANGUAGE – ENGLISH OR FRENCH OR BILINGUAL

The language of work and correspondence for the Contract is English or French or both, should there be a specific language requirement for a given task, it will be specified in the Tasking Request. The options are as follows:

The Contractor certifies that the proposed resources in response to this Task Authorization are

Option 1 - Unilingual English fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Option 2 - Unilingual French fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

Option 3 - Bilingual fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in Fench and English without any assistance and with minimal errors.

Print name of authorized individual & sign above	Date

Canada Border Services Agency | Agence des services frontaliers du Canada

Task Authorization
commande services

To - À:	Contact - Personne-ressource		Standing offer No. - N° d'offre permanente	Validity Period - Période de validité (D/M/Y J/M/A) From - De: To - À:	Page 1 Order No. N° de la demande
			Amendment Date/ Time Date de la modification/ Temps	Previous Value : Valeur précédente	Order date Date de la demande (D/M/Y J/M/A)
Vendor No. - N° du fournisseur:	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.	Tel. No. - N° du Tél.*	Fax. No. - N° de télécop.	Inc./Dec. - Aug./Dim.	Revised value : Montant revisé	Date required Demandé pour le (D/M/Y J/M/A)

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Ext.Price Prix prévu
00010	Category/Catégorie: Resource/Ressource: Level of Security/Niveau de sécurité: Security File Number/Numéro de dossier de sécurité: Work Location/Endroit de travail: Language Requirements/Exigences de langue: Other Conditions/Constraints/Autre conditions/constraintes: Financial Coding/Code financier: Please refer to the Statement of Work attached./ Veuillez référer à l'Énoncé des travaux ci-joint:				

Delivery Address - Adresse de livraison (UNLESS SPECIFIED DIFFERENTLY ABOVE - SAUF INDICATION CONTRAIRE)	Invoicing address - Adresse de facturation Invoices - Original and two copies are to be made out and sent to Factures - Remplir et envoyer l'original et deux copies à	FOB - FAB	Amount - Montant CAD
		Terms of payment - Modalités de paiement Net 30 days	T. taxes - T. taxes CAD T. Amount - Montant T. CAD

Your proposal is accepted

to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition

de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

APPENDIX C OF ANNEX B

RESOURCE ASSESSMENT CRITERIA AND RESPONSE TABLES

STREAM 1 – PROJECT ARCHITECTURE

Mandatory Criteria for the Application/Software Architect - Level 3

		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of five years' experience, within the last ten years, in designing High Availability Systems* with a design towards Disaster Recovery**. *High Availability System is defined as a system available 24 hours a day, seven days a week, with only scheduled outages. **Disaster Recovery is defined as restoring operation after a failure, outage disaster, or restoring an alternative service when necessary; in the shortest possible time.		
M2	The Contractor must demonstrate that the proposed resource has a minimum of three years' experience, within		

	the last seven years, in providing analysis to define system functionality using Unified Modeling Language (UML).		
M3	The contractor must demonstrate that the proposed resource has a minimum of three years' experience, within the last seven years, in analyzing and supporting development in an Integrated Enforcement Enrolment* or Risk Assessment Functionality**. *Integrated Enforcement Enrolment is defined has the repository for all enforcement-related information. This includes records of seizures and other enforcement actions, lookouts, intelligence and investigations cases and information from external sources relating to enforcement. **The Risk Assessment Functionality is defined as the analysis of the available information in order to determine the risk associated with a traveller or a commercial good.		
M4	The Contractor must demonstrate that the proposed resource has a minimum of three years' experience, within the last seven years, working on projects that required interaction and coordination with other teams in order to deliver the desired result.		

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Point Rated Criteria for the Application/Software Architect - Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has additional experience, in excess of mandatory criteria M3, in analyzing and supporting development in an Integrated Enforcement Enrolment* and Risk Assessment Functionality**. *Integrated Enforcement Enrolment is defined has the repository for all enforcement-related information. This includes records of seizures and other enforcement actions, lookouts, intelligence and investigations cases and information from external sources relating to enforcement. ** The Risk Assessment Functionality is defined as the analysis of the available information in order to determine the risk associated with a traveller or a commercial good.	20	3 years or less = 0 points More than 3 years to 4 years = 5 points More than 4 years to 5 years = 10 points More than 5 years to 6 years = 15 points More than 6 years = 20 points		

	The additional experience does not have to be within the last seven years.				
R2	The Contractor should demonstrate that the proposed resource has experience designing Complex Systems* in a geographically distributed environment which also contains shared database subsystems. *Complex Systems is defined as a group of interacting, interrelated systems that must provide immediate access and response (real time) to users performing time sensitive tasks where accuracy of data is critical.	10	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 3 years = 3 points More than 3 years to 4 years = 5 points More than 4 years to 5 years = 7 points More than 5 years = 10 points		
R3	The Contractor should demonstrate that the proposed resource has experience using	10	1 year or less = 0 points		

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	IBM Rational Rose software and the Rational Unified Process Methodology.		More than 1 year to 2 years = 1 point More than 2 years to 3 years = 3 points More than 3 years to 4 years = 5 points More than 4 years to 5 years = 7 points More than 5 years = 10 points		
R4	The Contractor should demonstrate that the proposed resource has experience identifying and developing application architectures, framework and strategies to meet the business and application requirements of an organization or application area.	20	1 year or less = 0 points More than 1 year to 2 years = 3 points More than 2 years to 3 years = 5		

			points More than 3 years to 4 years = 10 points More than 4 years to 5 years = 15 points More than 5 years = 20 points		
R5	The Contractor should demonstrate that the proposed resource has experience performing all of the tasks detailed in section 5.3.1 of Annex A (SOW) in a Federal Government department or agency.	5	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 3 years = 2 points More than 3 years to 4 years = 3 points		

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			More than 4 years to 5 years = 4 points More than 5 years = 5 points		
R6	The Contractor should demonstrate that the proposed resource has received training or a certification or both in The Open Group Architecture Framework (TOGAF)*. To obtain points a copy of the certification is to be included with the proposed resource's résumé. * The Open Group Architecture Framework (TOGAF) is defined as the methods and tools for assisting in the acceptance, production, use, and maintenance of enterprise architecture. It is based on an iterative process model supported by best practices and re-usable set of existing architecture asset.	10	Training only in TOGAF = 5 points Copy of Certification in TOGAF included = 10 points		

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	TOTAL	**75**			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	**45**			
	POINTS ACHIEVED				

Mandatory Criteria for the Systems Analyst -Level 3

		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of three years' experience, within the last seven years, in providing analysis to define system functionality using Unified Modeling Language (UML).		
M2	The Contractor must demonstrate that the proposed resource has a minimum of three years' experience, within the last seven years, in ensuring that the architected solutions are aligned, functional and complete from all Key Perspective* of business, information, application and technology. *Key perspective is defined on a project base. What are the major business problems you are trying to resolve, what are the key performance objectives,		

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	what are the major objectives, etc.		

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Point Rated Criteria for the Systems Analyst - Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has experience with system integration principles.	30	5 points per year to a maximum of 30 points.		
R2	The Contractor should demonstrate that the proposed resource has experience designing Complex Systems* in a geographically distributed environment which also contains shared database subsystems. *Complex Systems is defined as a group of interacting, interrelated systems that must provide immediate access and response (real time) to users performing time sensitive tasks where accuracy of data is critical.	20	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 3 years = 2 points More than 3 years to 4 years = 5 points More than 4		

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			years to 5 years = 10 points More than 5 years to 6 years = 15 points More 6 years = 20 points		
R3	The Contractor should demonstrate that the proposed resource has experience in providing architectural advice and guidance on an ongoing basis throughout the project lifecycle.	20	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 3 years = 2 points More than 3 years to 4 years = 5 points More than 4 years to 5		

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			years = 10 points More than 5 years to 6 years = 15 points More than 6 years = 20 points		
R4	The Contractor should demonstrate that the proposed resource has received training or a certification or both in The Open Group Architecture Framework (TOGAF)*. To obtain points a copy of the certification is to be included with the proposed resource's résumé. * The Open Group Architecture Framework (TOGAF) is defined as the methods and tools for assisting in the acceptance, production, use, and maintenance of enterprise architecture. It is based on an iterative process model supported by best practices and re-usable set of existing architecture asset.	10	Training only in TOGAF = 5 points Copy of Certification in TOGAF included = 10 points		

R5	The Contractor should demonstrate that the proposed resource has experience performing all of the tasks detailed in section 5.3.2 of Annex A (SOW) in a Federal Government department or agency.	5	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 3 years = 2 points More than 3 years to 4 years = 3 points More than 4 years to 5 years = 4 points More than 5 years = 5 points		

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R6	The Contractor should demonstrate that the proposed resource has experience working on projects that required interaction and coordination with other teams in order to deliver the desired result.	15	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 3 years = 2 points More than 3 years to 4 years = 3 points More than 4 years to 5 years = 5 points More than 5 years to 6 years = 10 points More than 6 years to 7 years = 15 points		

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	TOTAL	100			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	60			
	POINTS ACHIEVED				

Mandatory Criteria for the Web Architect (Usability Researcher) - Level 3

		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of four years' experience, within the last ten years, in designing, leading, coordinating and conducting usability testing.		
M2	The Contractor must demonstrate that the proposed resource has a minimum of four years' experience, within the last ten years, in designing and conducting the following: (i) User needs analysis; (ii) Task analysis; and (iii) User profiling or personas.		
M3	The Contractor must demonstrate that the proposed resource has a minimum of four years' experience, within the last ten years, in creating usability test reports that include the following:		

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	(i) identify problems and their nature; (ii) rank them in terms of severity; and (iii) provide recommendations on what to fix.		
M4	The Contractor must demonstrate that the proposed resource has a minimum of four years' experience, within the last ten years, in presenting research results and theory, or training, to a variety of stakeholders across different organizational levels.		

Point Rated Criteria for the Web Architect - Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has experience within the last ten years, in researching problems in the field of human factors or usability.	30	1 year or less = 0 points More than 1 year to 4 years = 1 point More than 4 years to 5 years = 5 points More than 5 years		

			to 6 years = 10 points More than 6 years to 7 years = 15 points More than 7 years to 8 years = 20 points More than 8 years to 9 years = 25 points More than 9 years = 30 points		
R2	The Contractor should demonstrate that the proposed resource has experience, within last ten years, in designing, leading, coordinating and conducting research techniques, including at least one of the following: (i) Focus groups, (ii) Interviews, (iii) Surveys, or (iv) Experimental research.	30	1 year or less = 0 points More than 1 year to 4 years = 1 point More than 4 years to 5 years = 5 points More than 5 years to 6 years = 10 points		

			More than 6 years to 7 years = 15 points More than 7 years to 8 years = 20 points More than 8 years to 9 years = 25 points More than 9 years = 30 points		
R3	The Contractor should demonstrate that the proposed resource has experience, within the last ten years, in working with Usability or User Interface (UI) designers and developers.	30	1 year or less = 0 points More than 1 year to 4 years = 1 point More than 4 years to 5 years = 5 points More than 5 years to 6 years = 10 points More than 6 years to 7 years = 15 points		

			More than 7 years to 8 years = 20 points More than 8 years to 9 years = 25 points More than 9 years = 30 points		
R4	The Contractor should demonstrate that the proposed resource has experience, within the last ten years, in uncovering aspects of the user model and their relationship to the User Interface and business process.	30	1 year or less = 0 points More than 1 year to 4 years = 1 point More than 4 years to 5 years = 5 points More than 5 years to 6 years = 10 points More than 6 years to 7 years = 15 points More than 7 years to 8 years = 20 points		

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			More than 8 years to 9 years = 25 points More than 9 years = 30 points		
	TOTAL	120			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	72			
	POINTS ACHIEVED				

Mandatory Criteria for the Business Architect - Level 3

		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of ten years' experience working either on business architecture or business analysis.		
M2	The Contractor must demonstrate that the proposed resource has a minimum of five years' experience, within the last ten years, in identifying, analyzing and validating services and service processes to facilitate business transformation initiatives. This must include the following:		

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	(i) Develop models; (ii) Facilitate meetings or workshops to gather, analyze, and validate findings; and (iii) Communicating findings to stakeholders and Senior Executives*. *Senior Executives is equivalent to a Director level or higher)		
M3	The Contractor must demonstrate that the proposed resource has a minimum of three years' of experience, within the last ten years, in providing advice to support business improvements or information technology initiatives. This must include the following: (i) Review and analyze the development and integration of business process and information models; and (ii) Provide assistance and guidance in the development of business processes improvement to eliminate information and process redundancies.		
M4	The Contractor must demonstrate that the proposed resource has a minimum of two years' of experience, within the last five years, in developing change impact analysis and change management activities.		

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Point Rated Criteria for the Business Architect - Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has experience, within last five years, using Government Strategic Reference Models (GSRM) within Business Transformation Enablement Program (BTEP) for business transformation initiatives of a public sector (Federal, Provincial, Territorial or Municipal Government, or Crown Corporation). For informational purposed only please refer to the following link for details regarding GSRM http://www.tbs-sct.gc.ca/cio-dpi/webapps/architecture/p-gi/p-gi03-eng.asp and BTEP http://www.collectionscanada.g	20	1 year or less = 0 points More than 1 year to 2 years = 5 points More than 2 years to 3 years = 10 points More than 3 years to 4 years = 15 points More than 4 years = 20 points		

	c.ca/webarchives/20071125180244/http://www.tbs-sct.gc.ca/btep-pto/index_e.asp				
R2	The Contractor should demonstrate that the proposed resource has additional experience in excess of Mandatory Criteria M3, in providing advice to support business improvements or information technology initiatives. This must include the following: (i) Review and analyze the development and integration of business process and information models; and (ii) Provide assistance and guidance in the development of business processes improvement to eliminate information and process redundancies. This additional experience does not have to be within the last ten years	20	3 years or less = 0 points More than 3 years to 4 years = 5 points More than 4 years to 5 years = 10 points More than 5 years to 6 years = 15 points More than 6 years = 20 points		
R3	The Contractor should demonstrate that the proposed	20	5 years or less = 0 points		

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	resource has additional experience, in excess of Mandatory Criteria M2, in identifying, analyzing and validating services and service processes to facilitate business transformation initiatives. This includes all of the following: • Develop models • Facilitate meetings or workshops to gather, analyze, and validate findings • communicating findings to stakeholders and Senior Executives*. *Senior Executives are defined as equivalent to a Director level or higher. This additional experience does not have to be within the last ten years.		More than 5 years to 6 years = 10 points More than 6 years to 7 years = 15 points More than 7 years = 20 points		
R4	The Contractor should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M4, in developing change impact	20	2 years or less = 0 points More than 2 years to 3 years = 5		

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	analysis and change management activities This additional experience does not have to be within the last five years		points More than 3 years to 4 years = 10 points More than 4 years to 5 years = 15 points More than 5 years = 20 points		
R5	The Contractor should demonstrate that the proposed resource has experience analyzing and developing critical success factors for business success.	15	1 project = 5 points 2 projects = 10 points More than 3 projects = 15 points		
R6	The Contractor should demonstrate that the proposed resource has received training or a certification or both in The Open Group Architecture Framework (TOGAF)*. To obtain points a copy of the certification is to be included with the proposed resource's résumé.	10	Training only in TOGAF = 5 points Copy of Certification in TOGAF included = 10 points		

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	*The Open Group Architecture Framework (TOGAF) is defined as the methods and tools for assisting in the acceptance, production, use, and maintenance of enterprise architecture. It is based on an iterative process model supported by best practices and re-usable set of existing architecture asset.				
	TOTAL	105			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	63			
	POINTS ACHIEVED				

Mandatory Criteria for the Information Management Architect - Level 3

		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of five years' of experience, within the past ten years, working in an Information Management (IM)/Information Technology (IT)		

	development and operational environment.		
M2	The Contractor must demonstrate that the proposed resource has a minimum of five years' of experience working in a content development and operational environment.		

Point Rated Criteria for the Information Management Architect - Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has experience in working with databases, data warehouses, and database reporting.	10	1 year or less = 0 points More than 1 year to 2 years = 2 points More than 2 years to 3 years = 4 points More than 3 years to 4 years = 8 points More than 4		

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			years = 10		
R2	The Contractor should demonstrate that the proposed resource has experience in developing strategies and procedures to achieve database migration and third party integrations.	10	1 year or less = 0 points More than 1 year to 2 years = 1 points More than 2 years to 3 years = 2 points More than 3 years to 4 years = 4 More than 4 years to 5 years = 6 More than 5 years to 6 years = 8 More than 6 years = 10		
	TOTAL	**20**			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	**12**			
	POINTS ACHIEVED				

Mandatory Criteria for the Technology Architect - Level 3

		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of five years' experience in developing technical architectures, frameworks and strategies, either for an organization or for an application area, to meet the business and application requirements.		
M2	The Contractor must demonstrate that the proposed resource has a minimum of five years' experience in analyzing and evaluating alternative technology solutions to meet business problems.		
M3	The Contractor must demonstrate that the proposed resource has a minimum of five years' experience in providing impact analysis of technology changes to technical and non-technical terms.		
M4	The Contractor must demonstrate that the proposed resource has a minimum of five years' experience in ensuring the integration of a technology solution.		

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Point Rated Criteria for the Technology Architect - Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has experience in developing technical architectures, frameworks and strategies for Information Technology* Complex Systems**. * Information Technology is defined as a field of study dealing with the creation and architecture of software that directly supports the delivery of informatics services. **Complex Systems is defined as a group of interacting, interrelated systems that must provide immediate access and response (real time) to users performing time sensitive tasks where accuracy of data	20	5 years or less = 0 points More than 5 years to 6 years = 3 points More than 6 years to 7 years = 5 points More than 7 years to 8 years = 10 points More than 8 years to 9 years = 15 points More than 9 years = 20 points		

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	is critical.				
R2	The Contractor should demonstrate that the proposed resource has experience, within the last ten years, in analyzing and evaluating alternative technology solutions for mainframe and distributed platform environments.	20	1 year or less = 0 points More than 1 year to 3 years = 1 point More than 3 years to 5 years = 2 points More than 5 years to 6 years = 3 points More than 6 years to 7 years = 5 points More than 7 years to 8 years = 10 points More than 8 years to 9 years = 15 points More than 9 years = 20		

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			points		
R3	The Contractor should demonstrate that the proposed resource has experience in reviewing technical infrastructure design to ensure adherence to prescribed standards and to recommend performance improvements for Information Technology* Complex Systems**. * Information Technology is defined as a field of study dealing with the creation and architecture of software that directly supports the delivery of informatics services. ** Complex Systems is defined as a group of interacting, interrelated systems that must provide immediate access and response (real time) to users performing time sensitive tasks where accuracy of data is critical.	20	1 year or less = 0 points More than 1 year to 3 years = 1 point More than 3 years to 5 years = 2 points More than 5 years to 6 years = 3 points More than 6 years to 7 years = 5 points More than 7 years to 8 years = 10 points More 8 years to 9 years = 15 points More than 9 years = 20		

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			points		
R4	The Contractor should demonstrate that the proposed resource has experience, within the last ten years, using iterative development methodologies (i.e. Rational Unified Process (RUP)) on IT Projects.	15	1 year or less = 0 points More than 1 year to 2 years = 5 points More than 2 years to 3 years = 10 points More than 3 years = 15 points		
R5	The Contractor should demonstrate that the proposed resource has experience performing all of the tasks detailed in section 5.3.6 of Annex A (SOW), within the last ten years, working as a Technology Architect (or equivalent title) in a Federal Government department or agency.	5	1 year or less = 0 points More than 1 year to 3 years = 1 point More than 3 years to 4 years = 2 points More than 4 years to 5 years = 3 points More than 5 years = 5 points		

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R6	The Contractor should demonstrate that the proposed resource has received training or a certification or both in The Open Group Architecture Framework (TOGAF)*. To obtain points a copy of the certification is to be included with the proposed resource's résumé. *The Open Group Architecture Framework (TOGAF) is defined as the methods and tools for assisting in the acceptance, production, use, and maintenance of an enterprise architecture. It is based on an iterative process model supported by best practices and re-usable set of existing architecture asset.	10	Training only in TOGAF = 5 points Copy of Certification in TOGAF included = 10 points		
	TOTAL	**90**			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	**54**			
	POINTS ACHIEVED				

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Mandatory Criteria for the Enterprise Architect - Level 3

		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of ten years' experience working either on business architecture or business analysis.		
M2	The Contractor must demonstrate that the proposed resource has a minimum of five years' experience, within the last ten years, in identifying, analyzing and validating services and service processes to facilitate transformation initiatives. This must include the following: (i) Develop models; (ii) Facilitate meetings or workshops to gather, analyze, and validate findings; (iii) Communicating findings to stakeholders and Senior Executives*. *Senior Executives are defined as equivalent to a Director level or higher.		
M3	The Contractor must demonstrate that the proposed resource has a minimum of five years' experience, within the last ten years, in developing architecture frameworks, practices		

	and procedures.		

Point Rated Criteria for the Enterprise Architect - Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has experience, within last ten years, using Government Strategic Reference Models (GSRM) within Business Transformation Enablement Program (BTEP) for business transformation initiatives of a public sector (Federal, Provincial, Territorial or Municipal Government, or Crown Corporation). For informational purposes only please refer to the following link for details regarding GSRM http://www.tbs-sct.gc.ca/cio-dpi/webapps/architecture/p-gi/p-gi03-eng.asp	20	1 year or less = 0 points More than 1 year to 2 yrs = 5 points More than 2 year to 3 yrs = 10 points More than 3 year to 4 yrs = 15 points More than 4 years = 20 points		

	and BTEP http://www.collectionscanada.gc.ca/webarchives/20071125180244/http://www.tbs-sct.gc.ca/btep-pto/index_e.asp				
R2	The Contractor should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M2, in identifying, analyzing and validating services and service processes to facilitate transformation initiatives. This includes all of the following: • Develop models • Facilitate meetings or workshops to gather, analyze, and validate findings • Communicating findings to stakeholders and Senior Executives*. *Senior Executives are defined as equivalent to a Director level or higher. This additional experience does not have to be within the	20	5 years or less = 0 points More than 5 years to 6 years = 5 points More than 6 years to 7 years = 10 points More than 7 years to 8 yrs = 15 points More than 8 years = 20 points		

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	last ten years				
R3	The Contractor should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M3, in developing architecture frameworks, practices and procedures. This additional experience does not have to be within the last ten years	20	5 years or less = 0 points More than 5 years to 6 years = 5 points More than 6 years to 7 years = 10 points More than 7 years to 8 yrs = 15 points More than 8 years = 20 points		
R4	The Contractor should demonstrate that the proposed resource has experience performing all of the tasks detailed in Section 5.3.7 of Annex A (SOW), within the last ten years.	20	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 3 years = 2 points More than 3 years to 4 years = 5 points More than 4 years		

			to 5 years = 10 points More than 5 years to 6 years = 15 points More than 6 years = 20 points		
	TOTAL	**80**			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	**48**			
	POINTS ACHIEVED				

Mandatory Criteria for the Technical Writer – Level 3

		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of 3 years' of experience, working as a Technical Writer (or equivalent title) in an Information Technology* environment. * Information Technology is defined as a field of		

	study dealing with the creation and architecture of software that directly supports the delivery of informatics services		
M2	The Contractor must demonstrate that the proposed resource has a minimum of 1 year of experience in planning, researching and writing architecture artefacts and specifications.		

Point Rated Criteria for the Technical Writer – Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M1, working as a Technical Writer (or equivalent title) in an Information Technology* environment. * Information Technology is defined as a field of study dealing with the creation and architecture of software that directly supports the delivery of informatics services	15	3 years or less = 0 points More than 3 years to 4 years = 5 points More than 4 years to 5 years = 10 points More than 5 years = 15 points		

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R2	The Contractor should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M2, in planning, researching and writing architecture artefacts and specifications.	15	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 3 years = 3 points More than 3 years to 4 years = 5 points More than 4 years to 5 years = 10 points More than 5 years = 15 points		
	TOTAL	30			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	18			
	POINTS ACHIEVED				

Mandatory Criteria for the Web Architect (Usability Designer) - Level 3

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		CONTRACTOR'S RESPONSE	
ITEM #	**MANDATORY CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
M1	The Contractor must demonstrate that the proposed resource has a minimum of four years' of experience, within the last ten years, creating web application User Interface (UI) designs based on Business Use Cases or Task Analysis.		
M2	The Contractor must demonstrate that the proposed resource has a minimum of four years' of experience, within the last ten years, designing low fidelity and high fidelity User Interface (UI) prototypes, iteratively redesigned based on usability testing and feedback.		
M3	The Contractor must demonstrate that the proposed resource has a minimum of four years' of experience, within the last ten years, performing User Interface (UI) design of web applications.		

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Point Rated Criteria for the Web Architect (Usability Designer) - Level 3

			CONTRACTOR'S RESPONSE		
ITEM #	**POINT RATED CRITERIA**	**MAX POINTS**	**EVALUATION CRITERIA**	**DEMONSTRATED EXPERIENCE (CONTRACTOR TO INSERT DATA)**	**INSERT PAGE # OF RESUME**
R1	The Contractor should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M1, in creating web application User Interface (UI) designs based on Business Use Cases or Task Analysis. This additional experience does not have to be within the last eight years	**25**	4 years or less = 0 points More than 4 years to 5 years = 5 points More than 5 years to 6 years = 10 points More than 6 years to 7 years = 15 points More than 7 years to 8 years = 20 points More than 8 years = 25 points		

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R2	The Contractor should demonstrate that the proposed resource has additional experience, in excess of Mandatory Criteria M2, in designing low fidelity and high fidelity User Interface (UI) prototypes, iteratively redesigned based on usability testing and feedback. This additional experience does not have to be within the last eight years	**25**	4 year or less = 0 points More than 4 years to 5 years = 5 points More than 5 years to 6 years = 10 points More than 6 years to 7 years = 15 points More than 7 years to 8 years = 20 points More than 8 years = 25 points		
R3	The Contractor should demonstrate that the proposed resource has experience, within the last 10 years, in documenting user interface design or interaction specifications in the form of standards and guidelines documents, style guides, or detailed design documents.	**30**	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 4 years = 3 points		

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			More than 4 years to 5 years = 10 points More than 5 years to 6 years = 15 points More than 6 years to 7 years = 20 points More than 7 years to 8 years = 25 points More than 8 years = 30 points		
R4	The Contractor should demonstrate that the proposed resource has experience, within the last ten years, in uncovering aspects of the user model and their relationship to the User Interface and business process.	**30**	1 year or less = 0 points More than 1 year to 2 years = 1 point More than 2 years to 4 years = 3 points More than 4 years to 5 years = 10		

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			points More than 5 years to 6 years = 15 points More than 6 years to 7 years = 20 points More than 7 years to 8 years = 25 points More than 8 years = 30 points		
	TOTAL	110			
	MINIMUM THRESHOLD SCORE TO BE RESPONSIVE	66			
	POINTS ACHIEVED				

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Contract Number / Numéro du contrat
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Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Public Works and Government Services Canada

2. Branch or Directorate / Direction générale ou Direction: Acquisitions

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Standing Offer for the provision of Task Based Informatics Professional Services to the Government of Canada

5. a) Will the supplier require access to Controlled Goods? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des marchandises contrôlées?

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? ☐ No / Non ☑ Yes / Oui
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. ☑ No / Non ☐ Yes / Oui
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

6. c) Is this a commercial courier or delivery requirement with no overnight storage? ☑ No / Non ☐ Yes / Oui
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☐	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No ☐ Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No ☐ Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☑ Non ☐ Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ____________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No ☐ Yes
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☑ Non ☐ Oui
If Yes, will unscreened personnel be escorted? ☑ No ☐ Yes
Dans l'affirmative, le personnel en question sera-t-il escorté? ☑ Non ☐ Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☑ Non ☐ Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No ☐ Yes
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☑ Non ☐ Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No ☐ Yes
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☑ Non ☐ Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected / Protégé A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
Le description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Contract Number / Numéro du contrat EN578-055605-B
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Benoit, Réal	Title - Titre Manager, Supply		Signature Réal Benoit
Telephone No. - N° de téléphone 819 956-2153	Facsimile No. - N° de télécopieur 819 956-7827	E-mail address - Adresse courriel real.benoit@tpsgc-pwgsc.gc.ca	Date 2011/10/18

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Charron, Annick	Title - Titre SO		Signature Annick Charron
Telephone No. - N° de téléphone 819-956-0515	Facsimile No. - N° de télécopieur [illegible]	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca	Date Nov 9, 2011

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) JACQUES [illegible]	Title - Titre CONTRACT SECURITY OFFICER		Signature
Telephone No. - N° de téléphone [illegible]	Facsimile No. - N° de télécopieur [illegible]	E-mail address - Adresse courriel Jacques.[illegible]@ tpsgc-pwgsc.gc.ca	Date 16-NOV-2011

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en
informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
833722929PG0007
Adirondack Information Management Inc., Amita
Corporation, Artemp Personnel Services Inc., The AIM
Group Inc.,in JOINT VENTURE
126 - 130 Albert Street
Ottawa
Ontario
K1P5G4
Canada
Operating as: Adirondack Information Management Inc.

Title - Sujet Workstream 2 : Business Stream	
Contract No. - N° du contrat 47060-197627/002/EL	**Date** 2020-12-15
Client Reference No. - N° de référence du client 1000337627	
Requisition No. - N° de la demande 47060-197627	
File No. - N° de dossier 641el.47060-197627	**CCC No./N° CCC - FMS No./N° VME**
Financial Code(s) **Code(s) financier(s)** 1950-400-00	**GST/HST** **TPS/TVH** ☐
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus
Destination - of Goods, Services, and Construction: **Destination - des biens, services et construction:** CANADA BORDER SERVICES AGENCY (CBSA) 330 North River Road, Ontario, K1A 0L8	
Invoices - Original and two copies to be sent to: **Factures - Envoyer l'original et deux copies à:** Canada Border Service Agency vendors-fournisseurs@cbsa-asfc.gc.ca	
Address Enquiries to: - Adresser toutes questions à: Michaud(el div.), Daniel	**Buyer Id - Id de l'acheteur** 641el
Telephone No. - N° de téléphone (613) 858-8483 ( )	**FAX No. - N° de FAX** ( ) -
Total Estimated Cost - Coût total estimatif $3,150,000.00	**Currency Type - Devise** CAD
For the Minister - Pour le Ministre	

Canada

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List of Annexes to the Resulting Contract:

Annex A - Statement of Work

- Appendix A to Annex A - Tasking Assessment Procedure
- Appendix B to Annex A - Task Authorization (TA) Form
- Appendix C to Annex A - Resources Assessment Criteria and Response Table
- Appendix D to Annex A - Certifications at the TA stage

Annex B – Basis of Payment
Annex C - Security Requirements Check List

1.0 Requirement

(a) Adirondack in Joint Venture with Amita Corporation, Artemp Personnel Services, The AIM Group Inc. (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2.0 Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

  (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

  (i) Canada will use a rotational method to allocate the draft Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.

  (ii) Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.

  (iii) The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

  (iv) If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada will send the draft TA to the contractor with the next greatest balance remaining of allocation funding.

(v) The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(vi) Once the Task Authorization is issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization, including any applicable options under that TA (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.

(vii) When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with $2M, $1M and $750,000 in funding for Task Authorizations respectively, and $200,000 is added to the first contract, then $100,000 will be added to the second contract and $75,000 will be added to the third).

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the categories of resources and the number required;

(D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(E) the start and completion dates;

(F) milestone dates for deliverables and payments (if applicable);

(G) the number of person-days of effort required;

(H) whether the work requires on-site activities and the location;

(I) the language profile of the resources required;

(J) the level of security clearance required of resources;

(K) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be

determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(L) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within five (5) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by:

   a. the Technical Authority; and

   b. a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA.

(ii) for any TA with a value greater than this amount, a TA must be signed by:

   a. the Technical Authority;

   b. a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA; and

   c. the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

   (A) 1st quarter: April 1 to June 30;

   (B) 2nd quarter: July 1 to September 30;

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(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended)

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended) :

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3.0 Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4.0 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

5.0 Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of Secret, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor must not remove any protected/classified information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor must comply with the provisions of the:

    (i) Security Requirements Check List and security guide (if applicable), attached at Annex C; and

    (ii) Industrial Security Manual (Latest Edition)

6. ADDITIONAL SECURITY REQUIREMENT:

    (i) The Canada Border Services Agency will conduct its own personnel Reliability Status assessment on the recommended Contractor and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).
    (ii) For each proposed resource, the recommended Contractor must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf) upon request of the Contracting Authority prior to Contract Award.
    (iii) Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the recommended Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended Contractor (specifically the Contractor personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

(iv) In the event the recommended Contractor (specifically the Contractor personnel) does not pass the security screening process required by the CBSA, the said Contractor's proposal will be considered non-responsive and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met

(v) Contractor personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information\assets are kept.

6.0 Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two (2) years later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional two (2) year** period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.0 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel Michaud
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: (613) 858-8483
E-mail address: daniel.michaud@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Jeff Carr
Title: Executive director, Data Strategy

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

Directorate: Chief Data Office, Strategic Policy Branch, CBSA
Address: 333 North River Road, Ottawa, ON, K1A 0L8
Telephone: 613 290 5069
E-mail address: jeff.carr@cbsa-asfc.gc.ca

In his absence, the Technical Authority for the Contract is:

Name: Bogdan Buduru
Title: A/Manager, Analytics Programs Management Unit
Directorate: Chief Data Office, Strategic Policy Branch, CBSA
Address: 333 North River Road, Ottawa, ON, K1A 0L8
Telephone: 343 553 1881
E-mail address: bogdan.buduru@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority

(c) Contractor's Representative

8.0 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9.0 Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iv) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(v) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

[To be determined]

(i) Visa Acquisition Card;

(ii) MasterCard Acquisition Card;

(iii) Direct Deposit (Domestic and International);

(iv) Electronic Data Interchange (EDI);

(v) Wire Transfer (International Only);

(vi) Large Value Transfer System (LVTS) (Over $25M)

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

ATIP - Release under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

10.0 Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

CBSA - Disclosed under the Access to Information Act
ASFC - Divulgation en vertu de la Loi sur l'Accès à l'information.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

11.0 Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12.0 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13.0 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14.0 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;

(d) Annex A, Statement of Work – Annex A including its Appendices as follows;

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated September 25th, 2020.

15.0 Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

ATIA - Disclosed under the Access to Information Act
LAI - Divulgation en vertu de la Loi sur l'Accès à l'information.

16.0 Insurance Requirements

(a) Compliance with Insurance Requirements

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17.0 Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third

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party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18.0 Joint Venture Contractor

The Contractor confirms that the name of the joint venture is Adirondack Information Management Inc., Amita Corporation, Artemp Personnel Services Inc., The AIM Group Inc. in Joint Venture.

(a) and that it is comprised of the following members:

1. Amita Corporation
2. Artemp Personnel Services Inc.
3. The AIM Group Inc

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i) has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

(ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii) all payments made by Canada to the representative member will act as a release by all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

19.0 Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

20.0 Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

21.0 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22.0 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

23.0 Government Property

Canada agrees to supply the Contractor with the items listed at Article 5. Client Support of Annex A – Statement of Work. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

24.0 Transition Services at End of Contract Period

The Contractor agrees to execute the transition tasks identified within the Task Authorizations (if applicable) and it will make all reasonable efforts to assist Canada in the transition from the incumbent to the Contractor and from the Contractor to a new contract with another supplier.

25.0 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

26.0 Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX A

STATEMENT OF WORK

SW1 BACKGROUND

The Canada Border Service Agency (CBSA) has a mandate to provide integrated border services that support national security and public safety priorities, while facilitating the free flow of legitimate trade and travel. The Agency is committed to protecting the safety and security of Canadian communities, as well as the stability and prosperity of our economy.

In support of its mandate, the CBSA has embarked on Agency-wide modernization efforts to strengthen its management foundation and enhance its capabilities to respond effectively to the evolving border continuum. With the exponential growth of data produced by the CBSA and its partners, the CBSA is seeking opportunities to increase its Analytics footprint by fostering people, process, data and technology in order to guide strategic, operational and tactical decision-making along its business lines.

In order to support the advancements of the CBSA's Analytics investment, the Agency needs to secure an agile, connected and high-performing workforce skilled on the use of modern techniques and tools.

CBSA Information, Science and Technology Branch (ISTB) will require resources to supplement and support the staff currently in place and work on high performance, high availability, and mission critical national systems, built on the IT Environment identified in Section 4 below.

SW2 SCOPE OF WORK

Resource categories as listed below:

2.1 Business Stream Workstream 2

TBIPS Category	TBIPS Level
B.1. Business Analyst	2 and 3
B.1 Business Analyst (Data Analyst/Data Quality Analyst)	2 and 3
B.2. Business Architect	2 and 3
B.3. Business Consultant	2 and 3
B.5. Business Process Re-engineering (BPR) Consultant	3
B.11 Instructor, Information Technology	3
P.1. Change Management Consultant	3
P.5 Project Executive	3
P.9. Project Manager	2 and 3
P.12 Risk Management Specialist	3

SW3 TASKS AND DELIVERABLES

3.1 Business Stream Workstream 2

3.1.1 B.1. Business Analyst (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze functional requirements to identify information, procedures and decision flows.
2. Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
3. Define and document various user support artifacts.
4. Develop, document and provide support of data governance artefacts.
5. Elicit Business Requirements.

Additional Tasks could include but are not limited to:

6. Recommend industry trends to ensure that solutions fit with government and industry directions for technology.
7. Support in defining input / output sources, including detailed plan for technical design phase, and obtain approval of the system proposal.
8. Develop and document statements of requirements for considered alternatives.
9. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
10. Establish acceptance test criteria with client.
11. Support and use the selected departmental methodologies.
12. Interpret commercial and traveler government policy legislation and regulation.
13. Interpret immigration and enforcement government policy legislation and regulation.
14. Interpret financial government policy legislation and regulation.
15. Consult and collaborate with various stakeholders.

3.1.2 B.1. Business Analyst (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze functional requirements to identify information, procedures and decision flows.
2. Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
3. Define and document various user support artifacts.
4. Develop and document statements of requirements for considered alternatives.
5. Elicit Business Requirements.
6. Coach and mentor teams members and users on best practices and provide knowledge transfer.
7. Support in defining input / output sources, including detailed plan for technical design phase, and obtain approval of the system proposal.

Additional Tasks could include but are not limited to:

8. Recommend industry trends to ensure that solutions fit with government and industry directions for technology.
9. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
10. Establish acceptance test criteria with client.
11. Support and use the selected departmental methodologies.
12. Interpret commercial and traveler government policy legislation and regulation.
13. Interpret immigration and enforcement government policy legislation and regulation.
14. Interpret financial government policy legislation and regulation.
15. Consult and collaborate with various stakeholders.
16. Develop, document and provide support of data governance artefacts.

3.1.3 B.1. Business Analyst (Data Analyst/Data Quality Analyst) (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Consult and collaborate with the business to define/develop and document statements of data requirements.
2. Develop, build and maintain queries and/or write programs/scripts to extract and compile data from SQL repositories to merge and analyze data from various sources in order to conduct an analysis.
3. Develop, build and maintain queries and/or write programs/scripts to extract and compile data in a hybrid cloud computing environment.
4. Perform data quality analysis and testing by matching or comparing data to appropriate data sources, validating accuracy, identifying, analyzing and investigating root causes to data issues or problems.
5. Interpret, analyze data results using statistical techniques and develop data visualization presentations to present findings.

Additional Tasks could include but are not limited to:

6. Research opportunities for data acquisition and new uses for exiting data by interpreting data for validity to the business and its appropriateness to meet the needs and requirements of the client.
7. Develop and create data reports to provide management with supporting material to aid in fact based decision making.
8. Define uses of data and translate into data diagrams, requirements documents, technical design and actionable project plans.
9. Develop, create and produce comprehensive ad hoc and regular reports in response to data requests from clients.
10. Define and document metadata for business values; defining, developing and documenting business rules and definitions of data attributes/elements, including and not limited to the development and updating of data dictionary.
11. Perform data profiling of existing data and source-to-target mapping in order to ensure data integrity and quality.
12. Establish and generate data quality metrics to support reporting, monitoring and dashboard requirements.
13. Develop and maintain comprehensive end user documentation and reference materials/guides in the data repository and ensure it is current and accurate including initiating appropriate updates of definitions.

14. Develop and maintain effective working relationships with the business to discuss and resolve issues, understand current state and business processes, identify future needs and opportunities to fully support business data needs.
15. Participate in projects, forums and working groups varying in scope and complexity including the development of work plans and completing progress reports.

3.1.4 B.1. Business Analyst (Data Analyst/Data Quality Analyst) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Consult and collaborate with the business to define/develop and document statements of data requirements.
2. Develop, build and maintain queries and/or write programs/scripts to extract and compile data from SQL repositories to merge and analyze data from various sources in order to conduct an analysis.
3. Develop, build and maintain queries and/or write programs/scripts to extract and compile data in a hybrid cloud computing environment.
4. Perform data quality analysis and testing by matching or comparing data to appropriate data sources, validating accuracy, identifying, analyzing and investigating root causes to data issues or problems.
5. Interpret, analyze data results using statistical techniques and develop data visualization presentations to present findings.
6. Analyze and mine data to identify patterns, trends, anomalies and correlations among the various data points.
7. Define and document metadata for business values; defining, developing and documenting business rules and definitions of data attributes/elements, including and not limited to the development and updating of data dictionary.

Additional Tasks could include but are not limited to:

8. Research opportunities for data acquisition and new uses for exiting data by interpreting data for validity to the business and its appropriateness to meet the needs and requirements of the client.
9. Develop and create data reports to provide management with supporting material to aid in fact based decision making.
10. Define uses of data and translate into data diagrams, requirements documents, technical design and actionable project plans.
11. Develop, create and produce comprehensive ad hoc and regular reports in response to data requests from clients.
12. Perform data profiling of existing data and source-to-target mapping in order to ensure data integrity and quality.
13. Establish and generate data quality metrics to support reporting, monitoring and dashboard requirements.
14. Provide client education and end user support by identifying training needs, participating in developing and delivering training/information sessions to increase client awareness and understanding of data and data extraction mining tools.
15. Develop and maintain comprehensive end user documentation and reference materials/guides in the data repository and ensure it is current and accurate including initiating appropriate updates of definitions.
16. Develop and maintain effective working relationships with the business to discuss and resolve issues, understand current state and business processes, identify future needs and opportunities to fully support business data needs.

17. Participate in projects, forums and working groups varying in scope and complexity including the development of work plans and completing progress reports.

3.1.5 B.2. Business Architect (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities.
2. Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate.
3. Conduct an assessment of the organizations current project's business architecture, process and performances.

Additional Tasks could include but are not limited to:

4. Recommend changes to improve operational performance.
5. Ensure consistency and integration with the organization's and government architectures and business strategies.
6. Evaluate the feasibility of the architecture and technologies related to a business change;
7. Identify risks associated with the architecture and technologies and recommending risk mitigation.
8. Advise Senior Management on trends and emerging technologies and their impact on the organization's architectures and business strategies.
9. Manage the development and implementation of an architectural improvement plan
10. Define standard common business vocabulary.
11. Develop high level integrated designs to meet requirements to align with enterprise strategy.

3.1.6 B.2. Business Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities.
2. Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate.
3. Conduct an assessment of the organizations current project's business architecture, process and performances.
4. Advise Senior Management on trends and emerging technologies and their impact on the organization's architectures and business strategies.

Additional Tasks could include but are not limited to:

5. Recommend changes to improve operational performance.
6. Ensure consistency and integration with the organization's and government architectures and business strategies.
7. Evaluate the feasibility of the architecture and technologies related to a business change;

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8. Identify risks associated with the architecture and technologies and recommending risk mitigation.
9. Manage the development and implementation of an architectural improvement plan
10. Define standard common business vocabulary.
11. Develop high level integrated designs to meet requirements to align with enterprise strategy.

3.1.7 B.3. Business Consultant (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze, evaluate, develop business processes (financial, operational, systems, etc.).
2. Identify organizational and/or project business opportunities for improvement and streamlining of business processes.
3. Perform business analyses of functional requirements to identify information, procedures, and decision flows.

Additional Tasks could include but are not limited to:

4. Identify and evaluate critical success parameters, factors and performance measurements.
5. Assist stakeholders in development and implementation of business improvement processes and programs.
6. Develop and document statements of requirements for considered alternatives.
7. Prepare briefings, position papers, presentations and other documentation upon request and maintain accurate and complete records of decisions for all stages of the Project.
8. Organize and oversee weekly project team meetings, as well as facilitating status review meetings among project teams' members.

3.1.8 B.3. Business Consultant (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze, evaluate, develop business processes (financial, operational, systems, etc.).
2. Identify organizational and/or project business opportunities for improvement and streamlining of business processes.
3. Perform business analyses of functional requirements to identify information, procedures, and decision flows.
4. Identify and evaluate critical success parameters, factors and performance measurements.
5. Assist stakeholders in development and implementation of business improvement processes and programs.
6. Prepare briefings, position papers, presentations and other documentation upon request and maintain accurate and complete records of decisions for all stages of the Project.
7. Organize and oversee weekly project team meetings, as well as facilitating status review meetings among project teams' members.

Additional Tasks could include but are not limited to:

8. Develop and document statements of requirements for considered alternatives.

3.1.9 B.5. Business Process Re-engineering (BPR) Consultant (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze business functional requirements to identify information, procedures and decision flows.
2. Identify candidate processes for re-design; prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes.
3. Provide expert advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.
4. Prepare a detailed statements of requirements on data analytics and business intelligence.
5. Provide expert advice on and/or assist in implementing new processes and organizational changes.

Additional Tasks could include but are not limited to:

6. Review existing work processes and organizational structure.
7. Provide expert advice in developing and integrating process and information models between processes to eliminate information and process redundancies.
8. Document workflows.
9. Use business, workflow and organizational modeling software tools.
10. Develop, document and provide support of data governance artefacts.
11. Document and describe existing organizational practices and procedures related to the business intelligence and data analytics.
12. Analyze and develop GC Information Management Policies.

3.1.10 B.11 Instructor, Information Technology (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop a training strategy that can be applied to the Business Intelligence environment.
2. Create a training program roadmap for the Business Intelligence program delivery, including and not limited to a catalogue of required training materials.

Additional Tasks could include but are not limited to:

3. Assess the relevant characteristics of a target audience.
4. Provide recommendations on different roles of a target audience.
5. Assess the relevant training program material required to define the transition of the training program from current Cognos software version to the next software version.
6. Develop a transition plan to transition the training program from the current Cognos software version to the next software version.
7. Develop a catalogue of training materials required to be developed.
8. Develop the training program course material.
9. Prepare end-users for implementation of courseware materials in a Business Intelligence environment.
10. Conduct knowledge sharing sessions to employees.
11. Conduct training courses.
12. Communicate effectively by visual, oral, and written form with individuals, small groups, and in front of large audiences.
13. Prepare work plan updates and status reports.

3.1.11 P.1. Change Management Consultant (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Evaluate the enterprise's business/Information and Communications Technology (ICT) architecture, determine its consistency and integration with the organization's business/ICT strategies, assess the degree of its alignment with Treasury Board CIO Business Transformation Enablement Program (BTEP) and Federated Architecture Program (FAP) and recommend changes to the business/ICT architecture to improve its alignment with these external factors.
2. Identify future business/ICT requirements against the current enterprise architecture, perform gaps analyses, develop Requirements for Technology Architectures (RTA), and prepare migration strategies.
3. Assess the feasibility of migrating from the current state to the target business architecture and enabling technologies and identify the risks associated with migrating to the target business architecture and technologies and make recommendations for risk mitigation.
4. Provide advice and guidance on implementing the CBSA IM/IT Strategic Plan and Implementation Roadmap that includes the multi-year transformation journey to realize the vision and describes the key phases of transformation and major initiatives on the journey path aligned with Program Branch priorities.

Additional Tasks could include but are not limited to:

5. Identify business and technology trends that create opportunities for business improvement, advise business and Senior Executives on trends and emerging technologies and the impact on the organization's and government Information and Communications Technology (ICT) architectures and business strategies, model "What if" scenarios and recommend appropriate changes to the existing architecture and infrastructure, and recommend alternative solutions, methodologies and strategies.
6. Produce an architectural evolution plan, recommend prioritization of architecture evolution initiatives, and develop and/or implement an architecture evolution plan.
7. Manage the development and implementation of an architectural improvement plan.
8. Coach, mentor and train the organization to perform any of the above.
9. Modernize and develop new agency systems and capabilities to meet current and future business needs via strong management practices including financial and human resources.

3.1.12 P.5 Project Executive (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Define and confirm the objectives for the project, determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team.
2. Develop and/or review Project Charters, Business Cases, detailed project plans, Memorandums to Cabinet, and/or Treasury Board submissions.
3. Lead the development of briefings, solutions and status reports for presentation to executive management.
4. Develop and deliver presentations to senior management and stakeholder groups as required, including the preparation of plans, charts, tables and diagrams to assist in analyzing or displaying problems.

5. Provide leadership and oversight for the design activities, including usage of deliverables necessary to satisfy the methodology, including, but not limited to:

   - Strategic Business Objectives and Critical Success factors.
   - Definition of business competencies, capabilities, value drivers, outcomes and measures.
   - Definition of target business model, operating model, and target service model.
   - Definition and development of strategy and value components such as strategy maps, competency maps, value maps, value clusters, goal chains and value chain diagrams.
   - Identification and analysis of pain points, pain clusters and pain chains.

6. Provide advice to ensure business strategies are developed and implemented; project schedules are developed, maintained and respected; risks and issues are managed; and change request procedures are followed.
7. Manage scope, context and business requirements, working with departmental leads and key clients.

Additional Tasks could include but are not limited to:

8. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
9. Oversee and provide guidance to several Project Managers, each responsible for an element of the project and its associated project team.
10. Provide Requirements Management and Project Control throughout the project.
11. Provide guidance and recommendations for the design, development, test and

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3.1.13 P.9. Project Manager (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
2. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools.
3. Maintain process improvement, communication and change management throughout the full lifecycle of the project delivery.

Additional Tasks could include but are not limited to:

4. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
5. Define and document the objectives for the project.
6. Report progress of the project on an ongoing basis and at scheduled points in the life cycle.
7. Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved.
8. Develop presentations and reports to communicate progress of projects within the assigned portfolio.

3.1.14 P.9. Project Manager (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
2. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools.
3. Maintain process improvement, communication and change management throughout the full lifecycle of the project delivery.
4. Manage risk and issue logs in support of project communications management.
5. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
6. Report progress of the project on an ongoing basis and at scheduled points in the life cycle.
7. Develop presentations and reports to communicate progress of projects within the assigned portfolio.

Additional Tasks could include but are not limited to:

8. Define and document the objectives for the project.
9. Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved.

10. Coach, and mentor teams' members and users on best practices and provide knowledge transfer.

3.1.15 P.12 Risk Management Specialist (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and manage the implementation of Risk Management Plans to identify, analyze, plan, track, evaluate and control project risks on a continuous basis throughout the project life cycle.
2. Conduct risk assessments and evaluate potential risk and losses.
3. Identify project and procurement risks.
4. Recommend alternative solutions, methodologies and strategies for risk mitigation and management.
5. Assist in the development and/or implementation of Risk Management Plans.
6. Assist in prioritization and assignment of risks.
7. Identify, confirm and document the risk tolerance for the process, project, program, or strategic risk and using this tolerance to guide all analysis, assessment and recommendations undertaken or produced.
8. Identify relevant risks and opportunities (including, but not limited to, economic, political, operational, legal, reputation, technical, organizational, accounting, banking and social risks) that threaten the objectives and priorities.

Additional Tasks could include but are not limited to:

9. Coach, mentor and train project teams in risk mitigation techniques.
10. Develop and implement business continuity plans.
11. Provide leadership and support to the design, implementation and evaluation of clients products/services performance measures, risk management and risk mitigation strategies.
12. Liaise with and interview stakeholders, as required, to obtain, clarify and exchange information, in-order to co-ordinate and manage the Risk Assessment Process.
13. Assist with the on-going monitoring of risk and assist with the implementation of risk response and mitigation strategies.
14. Recommend and document suggested Risk Responses necessary to manage the likelihood and/or impact of the identified risks.
15. Prepare draft and finalized risk assessments, briefing notes, presentations and papers related to risk management, and develop and update risk management plans.

SW4 OVERALL CBSA TECHNICAL ENVIRONMENT

1. IBM DB2 on UNIX
2. IBM PureData
3. IBM InfoSphere Information Governance Catalog
4. IBM Information Server for Data Integration
5. IBM InfoSphere Information Server for Data Quality
6. IBM InfoSphere DataStage
7. IBM InfoSphere Change Data Capture
8. IBM InfoSphere QualityStage
9. IBM InfoSphere FastTrack
10. InfoSphere Business Glossary Anywhere

11. IBM InfoSphere Information Analyzer
12. IBM InfoSphere Metadata Workbench
13. IBM InfoSphere Data Architect
14. IBM InfoSphere Information Services Director
15. IBM InfoSphere DataStage and QualityStage Designer
16. IBM SPSS
17. IBM SPSS Modeler Server
18. IBM Cognos Framework Manager
19. IBM Cognos Business Intelligence Transformer
20. IBM Cognos Administration
21. IBM Cognos PowerPlay Studio
22. IBM Cognos Software Development Kit
23. SQL
24. Sybase
25. XML
26. R
27. Python
28. ArcGIS
29. Tableau
30. PowerBI
31. Hadoop
32. Spark
33. Stream processing (Kafka, AWS Kinesis, Azure Event Hub)
34. MS Office
35. Cognos v10
36. Cognos v11+
37. Microsoft Azure cloud
38. Amazon Web Services cloud

SW5 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

5.1 The CBSA Data Management team will provide an appropriate workspace with access to the appropriate tools for the resources to carry out the expectations set out in this SOW.

5.2 The Contractor will be provided with a CBSA user ID, password, workstation or laptop, email address, and other materials (supporting documentation) as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

SW6 ACCEPTANCE CRITERIA

All work and services are to be provided to the entire satisfaction and approval of the Project Authority.

SW7 DELIVERABLES

The Contractor will provide various reports, plans, analysis and other related documents as specified in the applicable Task Authorization.

SW8 CONSTRAINTS

At no time and in no way is CBSA data to be removed from CBSA sites, nor will access to or from the contractor's IT systems through the use of a session (e.g VPN) be permitted.

The contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

SW9 REPORTING REQUIREMENTS

Timesheets are to be provided on a monthly depicting hours worked on a daily basis.

SW10 WORK LOCATION

All work will be performed in the National Capital Region on-site at CBSA offices.

The current Primary Office location is 333 North River Rd Ottawa, Ontario.

Appendix A – Glossary

Acronym or Term	Definition
Architecture and Data Model	An abstract model that organizes elements of data and standardizes how they relate to one another and to properties of the real world entities.
Business Cases	A presentation or a proposal to an authority by an organization seeking funding, approval, or both for an activity, initiative, or project. A business case puts a proposed investment decision into a strategic context and provides the information necessary to make an informed decision about whether to proceed with the investment and in what form.
Business Intelligence	The strategies and technologies used by enterprises for the data analysis of business information. BI technologies provide historical, current and predictive views of business operations.
Business Process Reengineering	A business management strategy focusing on the analysis and design of workflows and business processes within an organization.
Business Transformation Enablement Program	A set of tools which have been developed to provide an integrated approach for strategic management and alignment, and business transformation.
Cloud First	Adoption strategy in which cloud is the preferred option for delivering IT services and public cloud is the preferred option for cloud deployment.
Complex SQL	Is the use of SQL queries which go beyond the standard SQL of using the SELECT and WHERE commands. Complex SQL often involves using complex joins and sub-queries, where queries are nested in WHERE clauses. Complex queries frequently involve heavy use of AND and OR clauses.
Critical Success Factors	A management term for an element that is necessary for an organization or project to achieve its mission.
Data Analytics	The process of examining data sets in order to draw conclusions about the information they contain.
Data Policy	A set of measurable rules for a set of data elements, in the context of an organizational scope, for the benefit of a business process, irrespective of where the data is stored and the party that provides the data.
Data Base Management System	A software package designed to define, manipulate, retrieve and manage data in a database.
Enterprise Data Warehouse	An Enterprise Data Warehouse (EDW) is a collection of corporate information and data derived from operational systems and external data sources. An EDW is designed to support business decisions by allowing data consolidation, analysis and reporting at different aggregate levels
Federated Architecture Program	A pattern in enterprise architecture that allows interoperability and information sharing between semi-autonomous de-centrally organized lines of business (LOBs), information technology systems and applications.
GC Information Management Policies	Government of Canada's policy to achieve efficient and effective information management to support program and service delivery; foster informed decision making, facilitate accountability transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.
Highly Scalable	is the capability to add more capacity when required to handle the increased workload

CBSA - Disclosed under the Access to Information Act
ASFC - Divulgation en vertu de la Loi sur l'Accès à l'information.

Information and Communications Technology	A term for information technology (IT) which stresses the role of unified communications[1] and the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise software, middleware, storage, and audio-visual systems, which enable users to access, store, transmit, and manipulate information.
Logical Data Model	Is the description of the data in as much detail as possible, without regard to how they will be physical implemented in the database.
Memorandum to Cabinet	A minister's vehicle for proposing and explaining a proposed measure to the Cabinet and for obtaining its approval.
Project Charters	A statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.
Project Controls	The data gathering, data management and analytical processes used to predict, understand and constructively influence the time and cost outcomes of a project or program; through the communication of information in formats that assist effective management and decision making.
Requirements Management	The process of documenting, analyzing, tracing, prioritizing and agreeing on requirements and then controlling change and communicating to relevant stakeholders.
Risk Assessment Process	The process of assessing risks and their inherent risk associated with a particular project scope and its expected benefits.
Risk Management Plans	The document which is prepared to foresee risks, estimate impacts, and define responses.
Risk Responses	The process of documenting for each risk, a risk response in the risk register. Aiming to eliminating the risk, lowing the probability of risk occurrence and lowering the impact of the risk on the project objectives.
Strategic Business Objectives	Goals deemed most important to the current and future health of an organization.
Technology Architecture	The process of development of methodical information technology specifications, models and guidelines, using a variety of Information Technology notations, for example UML, within a coherent Information Technology architecture framework, following formal and informal Information Technology solution, enterprise, and infrastructure architecture processes.
World Customs Organization	The World Customs Organization (WCO), established in 1952 as the Customs Co-operation Council (CCC) is an independent intergovernmental body whose mission is to enhance the effectiveness and efficiency of Customs administrations. http://www.wcoomd.org/

[illegible] the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

APPENDIX A TO ANNEX A
TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and

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Document divulgué en vertu de la Loi sur l'accès à l'information.

relevance to the requirement, or reusing the same wording as the TA Form, will not be

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(SEE DOCUMENT ATTACHED)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

(SEE DOCUMENT ATTACHED)

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information.

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

_______________________________________ _______________________

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

_______________________________________ _______________________

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

_______________________________________ _______________________

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

____________________________________ __________________

Print name of authorized individual & sign above Date

5. NON-DISCLOSURE AGREEMENT

I, ____________________ (name of proposed resource), recognize that in the course of my work as an employee or subcontractor of ________________ (name of contractor), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____________ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Canada Border Services Agency, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _______________.

____________________________________ __________________

Print name of proposed resource & sign above Date

ANNEX B
BASIS OF PAYMENT

1. Professional Services

In accordance with the Contract, the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract, Applicable Taxes extra.

INITIAL CONTRACT PERIOD (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B.1 - Business Analyst	2	[redacted]
B.1 - Business Analyst	3	[redacted]
B.1. - Business Analyst (Data Analyst/Data Quality Analyst)	2	[redacted]
B.1 - Business Analyst (Data Analyst/Data Quality Analyst)	3	[redacted]
B.2. Business Architect	2	[redacted]
B.2 - Business Architect	3	[redacted]
B.3 - Business Consultant	2	[redacted]
B.3 - Business Consultant	3	[redacted]
B.5 - Business Process Re-engineering (BPR) Consultant	3	[redacted]
B.11 - Instructor, Information Technology	3	[redacted]
P.1 - Change Management Consultant	3	[redacted]
P.5 - Project Executive	3	[redacted]
P.9 - Project Manager	2	[redacted]
P.9 - Project Manager	3	[redacted]
P.12 - Risk Management Specialist	3	[redacted]

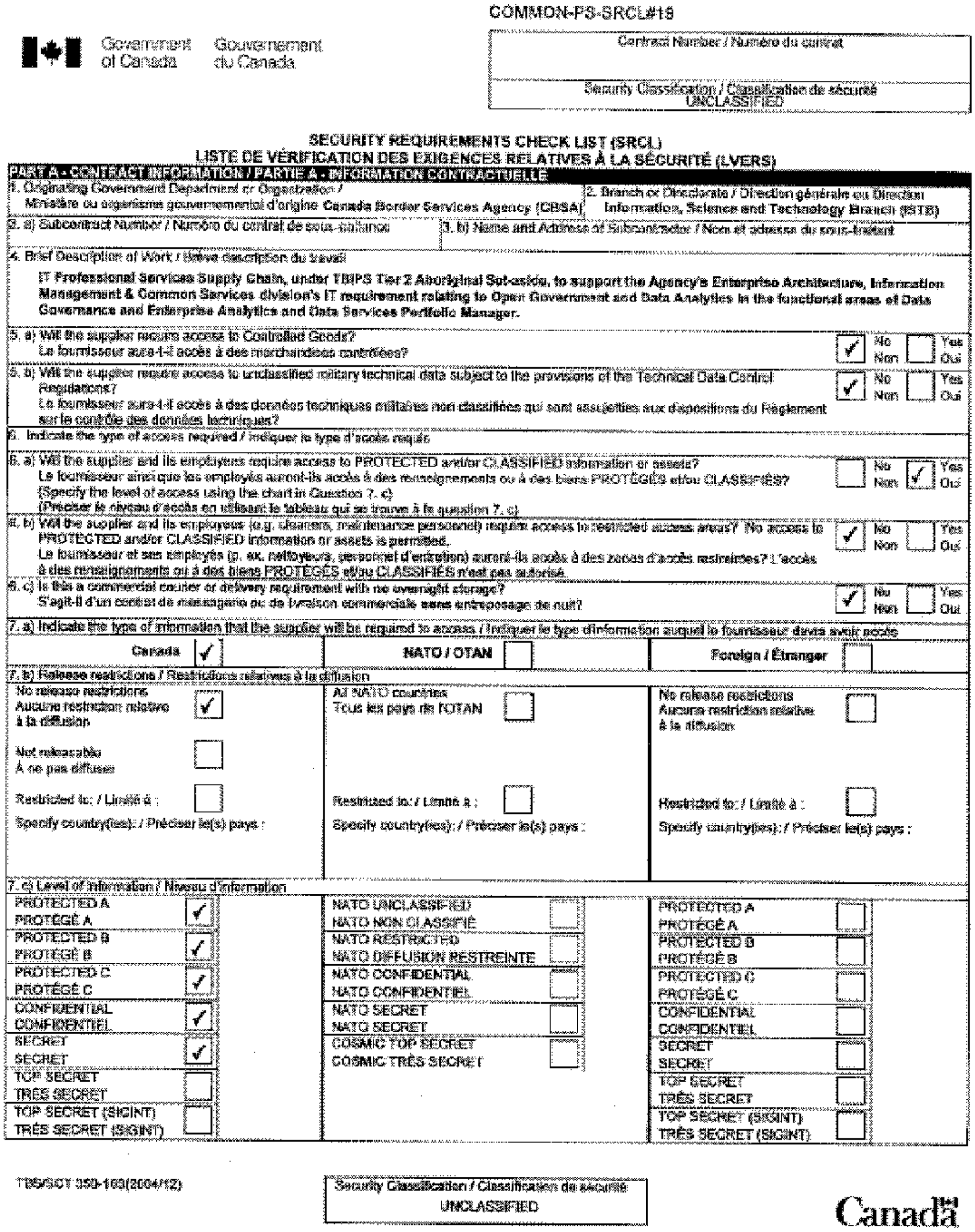
Ch-s4 - Indicates [illegible] the Access to Information Act
ATIP - Divulgation en vertu de la loi sur l'Accès à l'information.

OPTION YEAR 1 (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B.1 - Business Analyst	2	[redacted]
B.1 - Business Analyst	3	[redacted]
B.1. - Business Analyst (Data Analyst/Data Quality Analyst)	2	[redacted]
B.1 - Business Analyst (Data Analyst/Data Quality Analyst)	3	[redacted]
B.2. Business Architect	2	[redacted]
B.2 - Business Architect	3	[redacted]
B.3 - Business Consultant	2	[redacted]
B.3 - Business Consultant	3	[redacted]
B.5 - Business Process Re-engineering (BPR) Consultant	3	[redacted]
B.11 - Instructor, Information Technology	3	[redacted]
P.1 - Change Management Consultant	3	[redacted]
P.5 - Project Executive	3	[redacted]
P.9 - Project Manager	2	[redacted]
P.9 - Project Manager	3	[redacted]
P.12 - Risk Management Specialist	3	[redacted]

OPTION YEAR 2 (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B.1 - Business Analyst	2	[redacted]
B.1 - Business Analyst	3	[redacted]
B.1. - Business Analyst (Data Analyst/Data Quality Analyst)	2	[redacted]
B.1 - Business Analyst (Data Analyst/Data Quality Analyst)	3	[redacted]
B.2. Business Architect	2	[redacted]
B.2 - Business Architect	3	[redacted]
B.3 - Business Consultant	2	[redacted]
B.3 - Business Consultant	3	[redacted]
B.5 - Business Process Re-engineering (BPR) Consultant	3	[redacted]
B.11 - Instructor, Information Technology	3	[redacted]
P.1 - Change Management Consultant	3	[redacted]
P.5 - Project Executive	3	[redacted]
P.9 - Project Manager	2	[redacted]
P.9 - Project Manager	3	[redacted]
P.12 - Risk Management Specialist	3	[redacted]

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **Canada Border Services Agency (CBSA)**

2. Branch or Directorate / Direction générale ou Direction **Information, Science and Technology Branch (ISTB)**

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

IT Professional Services Supply Chain, under TBIPS Tier 2 Aboriginal Set-aside, to support the Agency's Enterprise Architecture, Information Management & Common Services division's IT requirement relating to Open Government and Data Analytics in the functional areas of Data Governance and Enterprise Analytics and Data Services Portfolio Manager.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No Non ☐ Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No Non ☑ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No Non ☐ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

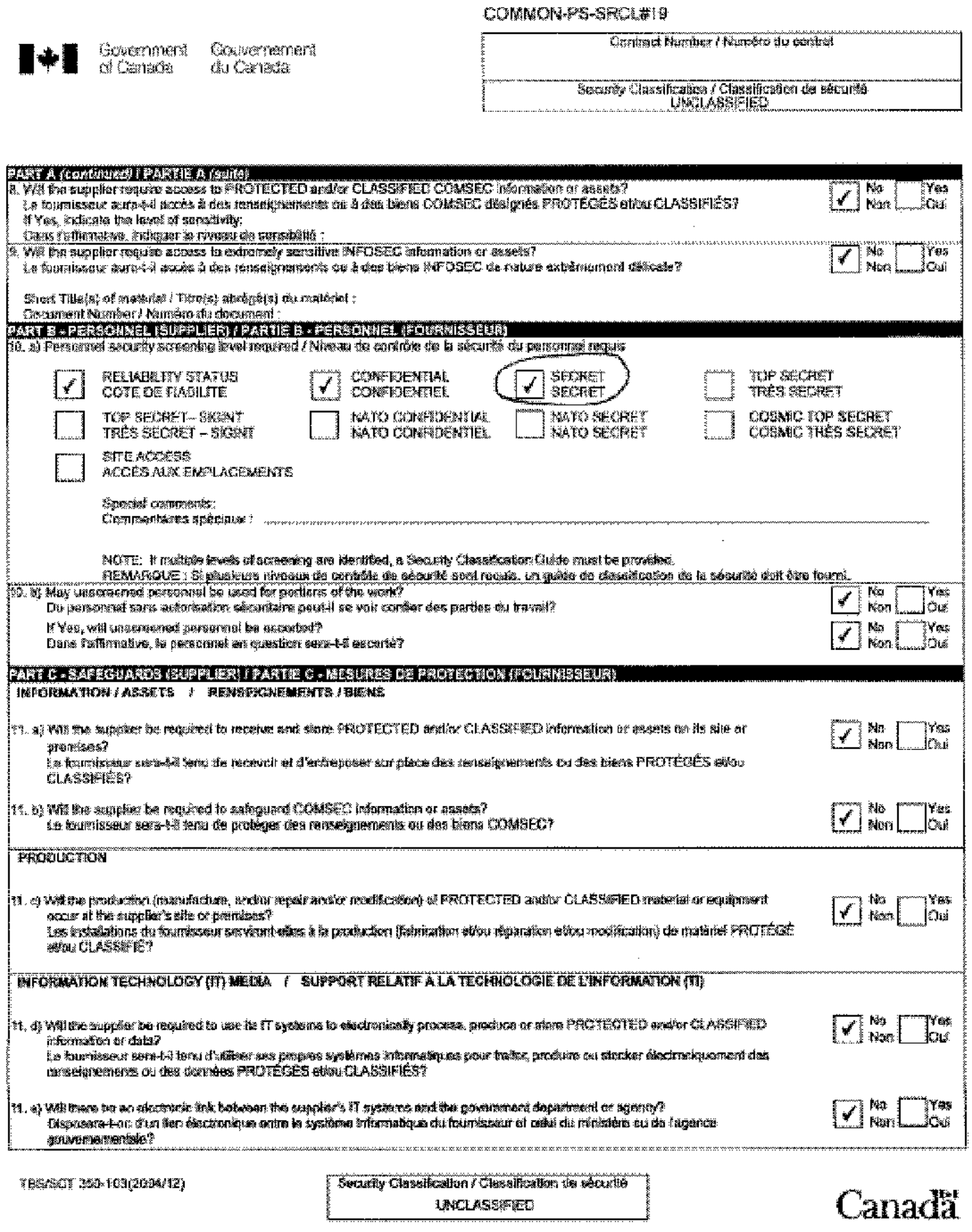
7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☑	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canadä



COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

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UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No ☐ Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No ☐ Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☑ Non ☐ Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☑ CONFIDENTIAL / CONFIDENTIEL
☑ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No ☐ Yes
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☑ Non ☐ Oui
If Yes, will unscreened personnel be escorted? ☑ No ☐ Yes
Dans l'affirmative, le personnel en question sera-t-il escorté? ☑ Non ☐ Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☑ Non ☐ Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No ☐ Yes
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☑ Non ☐ Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

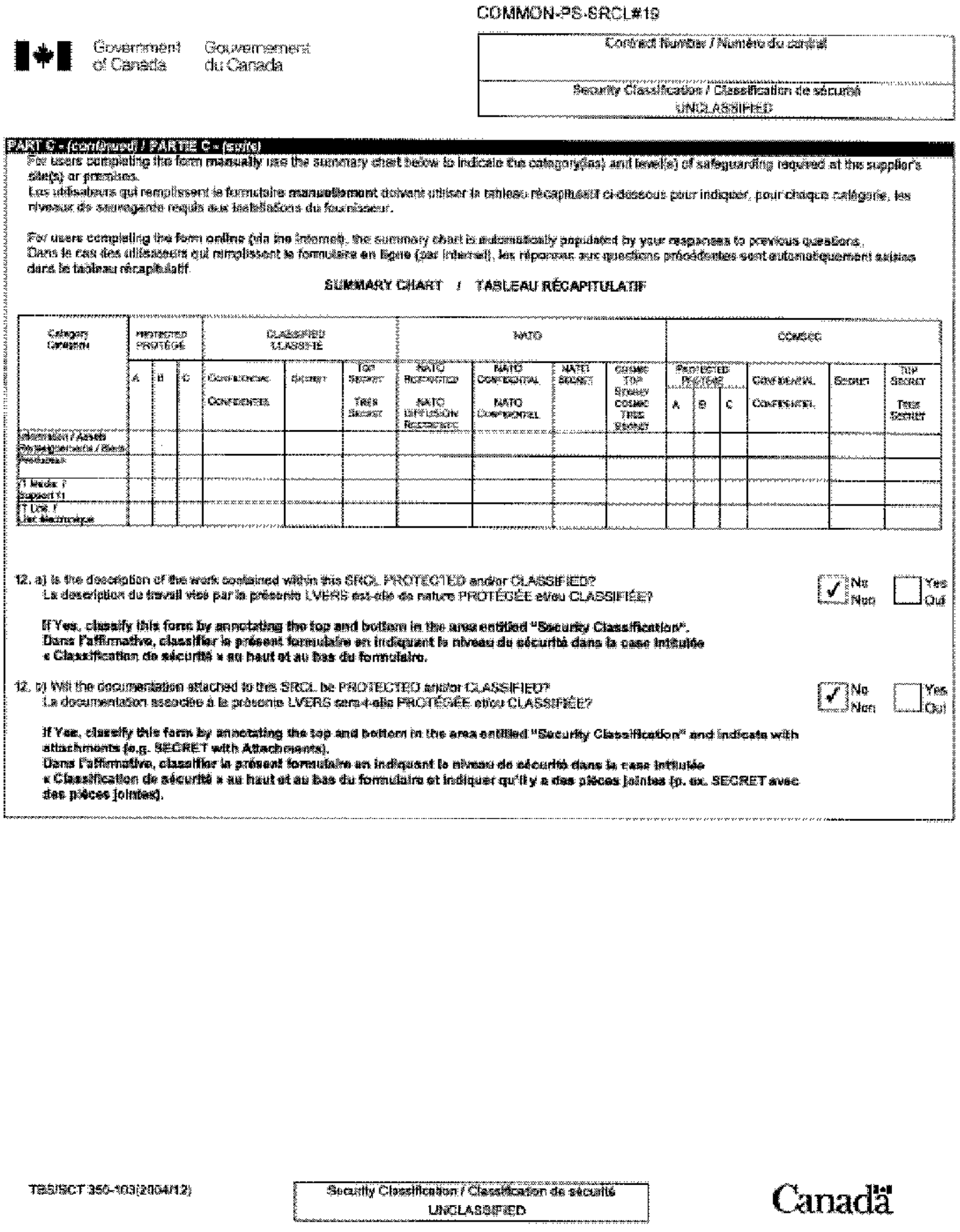
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No ☐ Yes
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☑ Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No ☐ Yes
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☑ Non ☐ Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat	
Security Classification / Classification de sécurité	UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

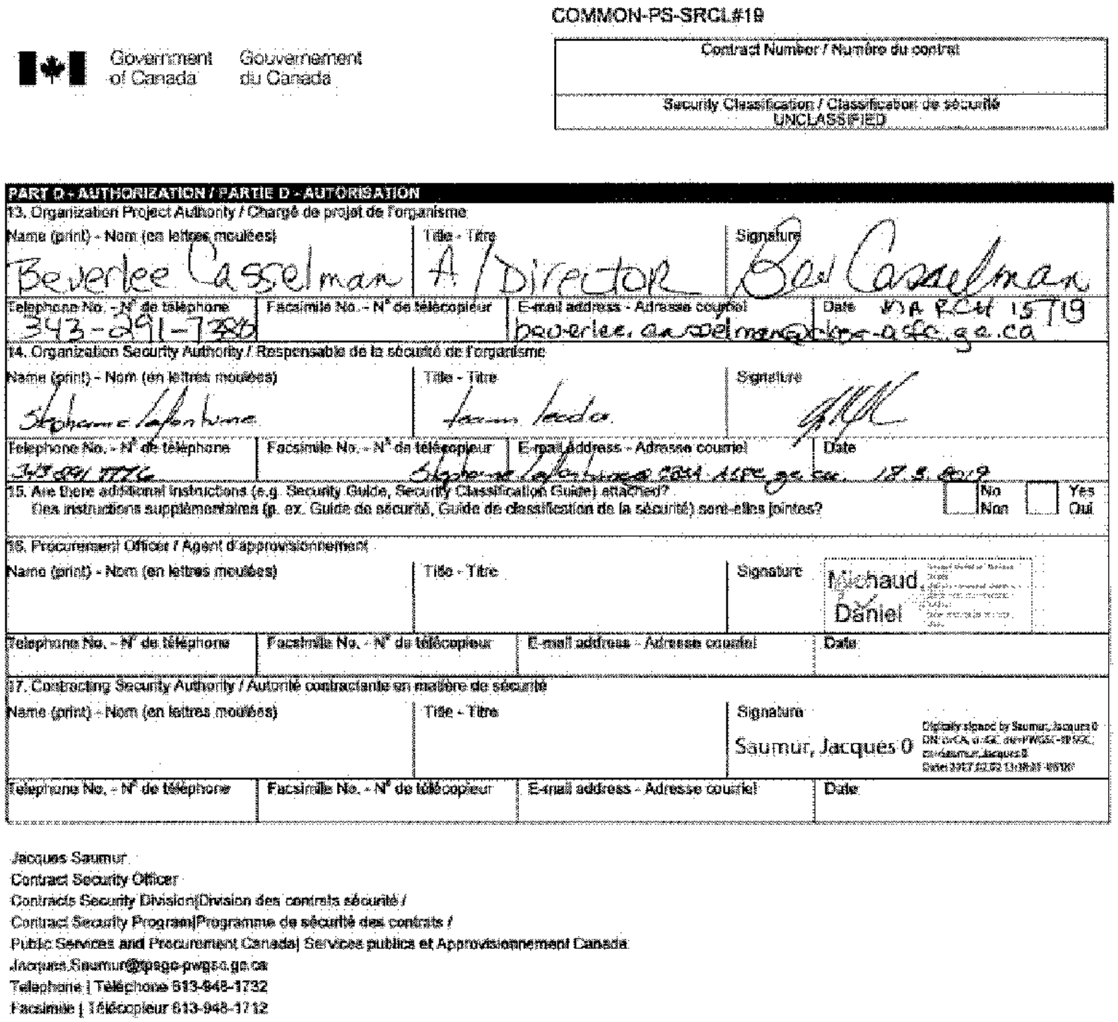
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Beverlee Casselman	Title - Titre A/Director		Signature Bev Casselman
Telephone No. - N° de téléphone 343-291-7380	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel beverlee.casselman@cbsa-asfc.gc.ca	Date MARCH 15 19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Stephane Lafontaine	Title - Titre team leader		Signature
Telephone No. - N° de téléphone 343 291 7776	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Stephane.Lafontaine@cbsa-asfc.gc.ca	Date 18.3.2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? ☐ No ☐ Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Michaud, Daniel
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: [illegible]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

[illegible] - Released under the Access to Information Act
ATIP - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
894658699PG0005
TEKSYSTEMS CANADA CORP./SOCIÉTÉ TEKSYSTEMS CANADA
123 Slater Street, Suite 1000
123 Slater Street, Suite 1000
Ottawa
Ontario
K1P5H2
Canada
Operating as: TEKsystems

Title - Sujet
TBIPS Engineering Professional Serv

Contract No. - N° du contrat
47419-198132/001/EL

Date
2020-07-23

Client Reference No. - N° de référence du client
1000348132

Requisition No. - N° de la demande
47419-198132

File No. - N° de dossier
606el.47419-198132

CCC No./N° CCC - FMS No./N° VME

Financial Code(s) Code(s) financier(s)
0850

GST/HST TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Mansour, Silvana

Buyer Id - Id de l'acheteur
606el

Telephone No. - N° de téléphone
(613) 858-9935 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$15,980,000.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS) VARIOUS RESOURCE CATEGORIES - LEVEL 3 FOR CANADA BORDER SERVICES AGENCY

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ATIP - Divulgation en vertu de la Loi sur l'Accès à l'information.

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List of Annexes to the Resulting Contract:
Annex A Statement of Work
Annex B Basis of Payment
Annex C Security Requirements Check List

1. Requirement

(a) TEKsystems Canada Corporation (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(c) **Form and Content of draft Task Authorization**:

(i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the contract number;

(B) the task number;

(C) the date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(D) the categories of resources and the number required;

(E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

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(F) the start and completion dates;

(G) any option(s) to extend initial end date (if applicable);

(H) milestone dates for deliverables and payments (if applicable);

(I) the number of person-days of effort required;

(J) whether the work requires on-site activities and the location;

(K) the language profile of the resources required;

(L) the level of security clearance required of resources;

(M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(N) any other constraints that might affect the completion of the task.

(d) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within two working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix C to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by the Technical Authority and the Contractor; and

(ii) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority, the Contracting Authority and the Contractor.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated.

If services are not provided during a given period, the Contractor must still provide a "**NIL**" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(g) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

- (i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and
- (ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information;

apply to and form part of the Contract.

5. Security Requirement

The following security requirements (SRCL Common #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of Secret, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)

2. The Contractor personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Reliability Status, Confidential** or **Secret** as required, granted or approved by CISD/PWGSC

3. The Contractor must not remove any protected/classified information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction

4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC

5. The Contractor must comply with the provisions of the:

    1. Security Requirements Check List and security guide (if applicable), attached at Annex C
    2. Industrial Security Manual (Latest Edition)

(a) Additionally, resources may be assessed for Reliability Status or Secret by the Technical Authority prior to commencing the Work, and from time to time throughout the Contract Period. The assessment may include a credit check. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit:

(i) the current level of security clearance granted or approved by CISD/PWGSC; and

(ii) a completed signed TBS 330-23 Form - Personnel Screening, Consent and Authorization Form (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf).

(b) In the event a resource does not pass the Technical Authority's assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on August 4, 2020 and ends three years later on August 3, 2023; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Silvana Mansour
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: (613) 858-9935
E-mail address: Silvana.b.mansour@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director
Organization: Information, Science and Technology Branch (ISTB)
Address: 333 North River Road, Tower B
Telephone: 343-291-5129
E-mail address: Antonio.utano@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

In his absence, the Technical Authority for the Contract is:

Name: Cameron MacDonald
Title: Director General
Organization: Information, Science and Technology Branch (ISTB)
Address: 333 North River Road, Tower B

Telephone: 343-291-6018 / 613-899-7421
E-mail address: Cameron.macdonald@cbsa-asfc.gc.ca

(c) **Contractor's Representative**

Name:
Title: Account Manager
Address: 123 Slater Street, Suite 1000
Ottawa. ON K1P 5H2
Telephone:
Facsimile:
E-mail address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Travel and Living Expenses – National Joint Council Travel Directive**: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from the National Capital Region. The Contractor will be paid for actual time spent travelling in accordance with the firm per diem rate set out in Annex B which per diem is based on a 7.5-hour workday. All payments are subject to government audit.

(iv) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18 (1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(vi) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(i) Direct Deposit (Domestic and International);

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

11. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the [illegible]

(h) the Contractor's bid dated May 8, 2020.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) **Compliance with Insurance Requirements**

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
  - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

20. Reporting Requirements

The Contractor must provide the following reports to the Contracting Authority at the following times:

- Quarterly Task Authorization Usage Report

In addition, the Contractor must provide the following reports to the Technical Authority:

- Defects, change requests and outstanding items tracking status reports;
- Monthly project progress reports;
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Synthesis report of facilitated meetings;
- Activity reports; and

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'Accès à l'information.

- Conversation notes, design documentation, change management documentation, site inspection reports and other reports requested under the Task Authorization.

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Implementation

(a) **Implementation of Professional Services**: If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

23. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

24. Use of individual protective equipment and Occupational Health and Safety (OHS) guidelines

a. The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.

b. The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.

c. The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

25. Dispute Resolution

25.1 The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

25.2 The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

25.3 If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

25.4 Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX A

STATEMENT OF WORK

1.0 Title

Informatics Professional Services for Canada Border Services Agency
Protected B Cloud Engineering - National Capital Region (NCR)

2.0 Objective

The Information, Science and Technology Branch (ISTB) of the Canada Border Services Agency (CBSA) requires the services of senior Informatics Professional resources with knowledge and experience supporting and assisting with Protected B compliant Cloud Engineering, Architecture, Deployment, Security and System Administration, in accordance with the Government of Canada Security Control Profile for Cloud-based GC Services (https://www.canada.ca/en/government/system/digital-government/modern-emerging-technologies/cloud-services/government-canada-security-control-profile-cloud-based-it-services.html#toc4).

The purpose of these services is to augment and advise departmental resources in the execution of departmental IM/IT cloud initiatives managed by the Information, Science and Technology Branch (ISTB) team.

3.0 Background

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. Information technology is key to meeting the Agency's obligation to administer over 90 acts, regulations and international agreements, as well as deliver on the CBSA's commitments to modernization and renewal within its CBSA Renewal Agenda.

ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives.

One initiative led by the Information Services and Technology Branch (ISTB) under the Renewal umbrella includes reducing outages and disruptions, streamlining the number of applications and systems we use, replacing or upgrading aging equipment, and reducing maintenance and costs. Another significant aspect of CBSA Renewal includes building innovation capacity. In partnership with the Chief Transformation Officer Branch and business line branches, the ISTB will play a major role in executing rapid innovation in Border technology.

The Agency has over 180 national applications primarily hosted on SSC-managed IT infrastructure. An important quantity of those applications use dated technology, including mainframe and specialized COTS, and are affected by SSC's Workload Migration initiative to consolidate and modernize their Data Centers.

As part of an initiative entitled Application Modernization, to reduce dependencies on SSC-managed IT infrastructure in addition to renewing or refreshing its critical national applications, ISTB is currently working on a phased approach to leverage innovative technologies and initiate the migration of its applications to a modern hosting environment based in the cloud. Due to the quantities of personal and other sensitive data collected and used by CBSA to achieve its mandate, security and protection are an important concern.

In the Summer of 2019, CBSA approved its Cloud Strategy under the Application Modernization initiative (see Figure 1). Phase 0 of this Strategy is currently underway and involves the establishment of a cloud 'landing zone', planning for subsequent phases and a pilot of a non-production migration activity. This is expected to be completed by March 2020. Phase 1 will build on the work of Phase 0, ensure the completion, integrity and security of the infrastructure, establish toolsets, processes and procedures and conduct the work to architect and migrate applications and data to the production Protected B compliant cloud.

A target of twenty-five percent of CBSA's existing national applications must be migrated to the cloud by the end of March 2022. Modernizing CBSA applications and moving them to the cloud will deliver numerous benefits to the Agency and for the security of the country, including:

- Reducing the risk and lower the cost/level of effort of migrating CBSA's systems to Enterprise Data Centres as part of SSC's Workload Migration project
- Modernizing legacy applications will allow the Agency to reduce its risk of exposure to unsupported technology for which finding expertise is extremely challenging (reduces technical debt)
- Attracting talent to the Agency and enabling our workforce to work smarter
- Optimizing our processes and tools

4.0 Scope of the Work

The Contractor must provide informatics professional services on an as and when required basis in the National Capital Region (NCR) as initiated through Task Authorizations. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

The Contractor is required to assist CBSA in deploying and maintaining a comprehensive application development and hosting environment in the Public Cloud meeting Protected B security requirements as per Treasury Board Guidelines available at https://www.canada.ca/en/government/system/digital-government/modern-emerging-technologies/cloud-services/government-canada-security-control-profile-cloud-based-it-services.html.

The Contractor will facilitate and perform the following cloud-based activities:

- install and configure virtual private clouds, virtual networks, firewalls, application gateways, load balancers, security groups and other network infrastructure as required;
- deploy and operate compute, storage, and other computing infrastructure;
- establish toolsets and processes supporting cloud development and operations;
- prepare and maintain platform and software-based services to allow the development, testing and migration of applications in the departmental cloud environment;
- analyze, classify, architect (or re-architect) and integrate the solutions and services required;
- ensure the security of the infrastructure, platform(s), services, applications and data;
- ensure the security and integrity of identity and authorization credentials;
- facilitate the selection, preparation and migration of legacy applications and data (as required) to the cloud environment; and
- support the transition of cloud applications into an operational state and provide guidance and mentoring to CBSA staff within their areas of expertise.

5.0 Resource-Specific Tasks

Tasks will include, but are not limited to the following:

5.0.1 I.6. Network Analyst

- Prepare implementation plans for cloud technologies;
- Document cloud network configurations and settings;
- Prepare and analyze the detailed network system requirements including identification and sizing of resources, technical dependencies, support software/tools, interfaces, peak and normal performance metrics, redundancy, etc.;
- Contribute to the development of network architectures models; layer-2, layer-3 and layer-4;
- Install and configure ***Next Generation* firewalls*** in the provisioned cloud execution environments;
- Create networking/routing configuration and intrusion detection/prevention;
- Establish the protected B compliant networking foundation for a successful production workload migration to the cloud with connectivity to on-premises data centres;
- Utilize network monitoring tools; firewall, anti-malware and packet analyzers to support a secure Agency posture in the cloud, in accordance with Treasury Board's guidelines;
- Implement and support virtual environments;
- Troubleshoot network problem determination and resolution;
- Assist in interactive security debugging, testing and analysis of security attacks and system failures;
- Facilitate and guide the Agency in the planning, design and deployment of networking infrastructure, perimeter security and other services required to migrate, test and activate applications in the cloud;
- Employ Infrastructure as Code approaches to automate and deploy the provisioning and management of infrastructure resources;
- Monitor and stabilize particular facets of cloud platforms technology;
- Configure and optimize technical cloud platforms installations;
- Troubleshoot and respond to user problems;
- Perform impact analysis on cloud technology changes;
- Prepare and conduct testing strategies, scripts and prepare reports;
- Enforce and monitor security; and
- Develop scripts and templates to reflect current network configuration and topology to allow for the automated redeployment and repair of network infrastructure.

5.0.2 I.7 Platform Analyst

- Identify cloud adoption approaches;
- Develop and document detailed assessments and configurations for identity management platforms that function compatibly both with the cloud service provider platform and CBSA's on-premises technologies, including mainframe and active directory;
- Analyze functional requirements to identify procedures and decision flows when it comes to identity management and federation in the cloud;
- Prepare and analyze the detailed application system requirements including identification and sizing of resources, virtualization, technical dependencies, interfaces, loads, peak and normal performance metrics, software, storage, redundancy etc.;
- Implement the latest security and identity management standards supporting a secure cloud implementation;
- Conduct design and application development work as required;
- Deploy biometric security models and multi-factor authentication and secure enclave processing;
- Develop security and identity management systems and methods for:
    - generating passwords using key inputs and contextual inputs;

    - authenticating a security device;
    - establishing trusted communication using a security device
- Define input/output sources, including detailed plan for technical design phase, and obtain approval for system proposals;
- Design cloud data structures and files, sub-systems and modules, programs, workloads, server-less apps, batch, on line, and production monitoring procedures;
- Develop testing strategies, scripts and testing reports;
- Document cloud system design, concepts and facilities, present and obtain approval of detailed system designs;
- Produce operational cloud identity management applications and documentation including all forms, manuals, programs, data files and procedures;
- Develop and prepare development environments including CI/CD pipelines;
- Perform solution integration activities supporting multi-cloud and hybrid solutions;
- Prepare and test implementation plans for cloud technologies, workloads and services;
- Install, monitor and stabilize particular facets of cloud platforms technology;
- Configure and optimize technical cloud platforms installations;
- Work with the System Administrator to develop and test automated rebuild procedures; and
- Identify typical ongoing operational support requirements following migration – day-to-day operations processes, integration and migration of additional workloads, data, maintenance, security procedures, compliance monitoring, inventory auditing, change management, account auditing and review, automated resource discovery, and system hardening etc.

5.0.3 I.9 System Administrator

- Prepare and analyze detailed computing infrastructure system requirements including identification and sizing of resources, virtualization, technical dependencies, interfaces, loads, peak and normal performance metrics, software, storage, redundancy, system logs, security etc.;
- Install, monitor and stabilize particular facets of cloud platforms technology;
- Configure and optimize technical cloud platforms installations;
- Perform general administration duties including permissions, upgrades, and patches on provisioned cloud systems;
- Work with the Platform Analyst to develop and test automated rebuild procedures;
- Test and implement backup and restore services and procedures;
- Test and implement failover services for high availability workloads;
- Perform system monitoring, analysis, and performance tuning in the cloud;
- Guide and support various teams with onboarding, troubleshooting and resolution of implementation issues;
- Collaborate as necessary, research and resolve security issues and system failures;
- Script and automate administrative tasks, resources and services in the cloud or hybrid service environments;
- Define and implement policies for cloud-based systems;
- Identify opportunities to reduce costs of cloud provisioned resources and services;
- Collaborate with Cloud Architects and others, providing feedback and implementing their conceptual, logical or physical designs or architectures;
- Mentor support and technical staff on the provisioning, administration and maintenance plans for both production and other cloud environments;
- Develop and execute quality assurance, performance, recoverability and failover tests on newly provisioned cloud environments and report the results;
- Design the structure of build books that are to contain a detailed and current configuration of

the environment, history of changes, operations schedule, rebuild and resource provisioning procedures;

- Maintain build books to ensure they reflect the current and complete configuration of the environment;
- Create and maintain play books containing scripts and templates to automate recovery, updates, rollbacks, etc.;
- Periodically perform spot-checks to validate that provisioned resources align with build books;
- Coordinate system service schedule with other lines of support and produce schedule for software, firmware updates, upgrades and or replacement of virtual hosting instances in the cloud;
- Enforce and monitor security;
- Maintain and administer service desk problem ticketing system;
- Monitor Cloud environment security posture;
- Monitor environment and application performance, generate metrics, and create dashboards;
- Prepare environment cost models and reports;
- Conduct compliance monitoring, inventory auditing, change management, account auditing and review, automated resource discovery, system hardening;
- Administer Operating System (OS) and application patching procedures; and
- Identify typical ongoing operational support requirements– day-to-day operations and troubleshooting processes, provisioning, maintenance, and security procedures, etc.

5.0.4 I.10 Technical Architect (Cloud Security)

- Capture and analyze Business Security Requirements;
- Define Technical and Functional requirements;
- Develop technical security architectures, frameworks and strategies to meet the business and application requirements;
- Identify security policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems and reduce risk with a particular focus on cloud technologies;
- Evaluate hardware and software relative to their ability to support specified requirements;
- Review computer software systems, security controls and data requirements;
- Conduct security architecture and design reviews and provide advice;
- Participate in security code reviews and penetration testing;
- Prepare Threat & Risk Assessments and other certifications and/or assessments as required; and
- Prepare and review other security documentation as required.

5.0.5 I.11 Technology Architect

- Conduct inventory of current CBSA environment, including workloads, services, data, network and infrastructure deployed;
- Conduct cloud assessments and analysis of workloads and services to determine which workloads are good candidates for migration;
- Map source environment resources/services to target cloud resource/service;
- Define and design appropriate to-be application, platforms, and hosting architectures in public clouds with connectivity to on-premises data centres;
- Conduct sizing activities;

- Design cloud architecture that meets key non-functional requirements (security, compliance, performance, resiliency, and availability);
- Oversee the migration of workloads and capabilities (e.g. Disaster recovery, archiving and backup) to cloud;
- Leverage cloud specific services (e.g. Web Application PaaS, Resource Manager, etc.) to implement desired cloud operating models and enable DevOps capabilities;
- Develop and document the proposed short and medium term cloud strategy for the selective migration to cloud services or alternative IT service delivery platforms;
- Ensure the integration of all aspects of cloud technology solutions;
- Provide support to applications and technical support teams in the proper application of existing infrastructure;
- Identify key issues that can be addressed and benefits that could be achieved with a selective migration to cloud services or alternative IT service delivery platforms;
- Design, document, and automate security and vulnerability incident response procedures;
- Design, document, and automate vulnerability assessment procedures; and
- Design, document, and automate OS and application patching and update procedures.

5.0.6 B.2 Business Architect

- Develop policies and rules that allow CBSA to carry out its mandate and functional responsibilities, and that govern its actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities relative to Cloud computing;
- Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the CBSA's mandate;
- Lead day-to-day activities of transformation initiatives;
- Assess transformation initiative impacts on job roles and organization structures; and
- Make recommendations as to the best use of public funds

5.0.7 A.1 Application/Software Architect (Cloud Solutions)

- Create the conceptual, logical and physical designs for application architectures and their interoperability when hosted in a public cloud environment;
- Research, analyze, recommend and select technical approaches to address challenging development and integration problems with application architectures hosted within the public cloud environment;
- Develop implementation plans for the deployment of application architectures within the public cloud environment;
- Develop deployment strategies for architectures in the cloud that include secure remote access such as VPN gateways (client to gateway, gateway to gateway);
- Develop deployment strategies for cloud application architectures that include load balancing to ensure scalable performance;
- Develop deployment strategies for cloud architectures that include private networks for the storage and processing of more sensitive data;
- Develop deployment strategies for architectures of re-usable environments designed to test new data operations without affecting production usage;
- Provide guidance on how to limit the cost to the organization of cloud operations (scalability, filtering data before transmit etc.);
- Incorporate serverless design in application architectures;

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- Design High Availability (accessible most of the time 99% 7/24 365 days per year) elastic cloud services and applications using infrastructure as code;
- Design database-as-a-service solutions;
- Design scaling sets of virtual machines to keep costs low while still providing acceptable response times during peak usage;
- Design cloud-based authentication solutions allowing for single sign-on (SSO) among applications; and
- Design cloud-based authentication solutions that implement multi-factor authentication.

5.0.8 A.7 Programmer/Analyst

- Create the conceptual, logical and physical designs for applications and their interoperability when hosted in a public cloud environment;
- Research, analyze, recommend and select technical approaches to address challenging development and integration problems with application architectures hosted within the public cloud environment;
- Provide guidance on how to limit the cost to the organization of cloud operations (scalability, filtering data before transmit etc.);
- Incorporate serverless design in application architectures;
- Design, develop and deploy highly available, elastic cloud services and applications using infrastructure as code;
- Design, develop and deploy database-as-a-service solutions;
- Review and analyze traffic flows and design and implement scaling parameters of infrastructure resources to keep costs low while still providing acceptable response times during peak usage;
- Design, develop and deploy cloud-based solutions that implement multi-factor authentication; and
- Develop testing scenarios, scripts and participate in testing, as required, to ensure quality, performance and security.

5.0.9 I.1 Data Conversion Specialist (Cloud Data Scientist)

- Research, analyze, recommend and select advanced technical and scientific data approaches to address challenging business issues;
- Collaborate on the development of implementation plans for the migration and deployment of appropriate solutions for accessing legacy data in the public cloud environment;
- Collaborate on the development of deployment strategies for architectures of re-usable environments designed to test new data operations without affecting production usage;
- Perform data cleansing, exploratory data analysis, trend analysis, develop predictive models and test their algorithms, conduct rapid prototyping and present creative ideas to exploit data to drive deeper insights and business value;
- Identify areas for improvement and optimization with the goal of increasing value, developing knowledge and insight into and derived from Big Data used by the organization;
- Translate departmental issues and business needs into reporting and/or application requirements in order to develop and design solutions;
- Analyze large structured and unstructured datasets involving a wide range of systems across multiple disparate data sets;
- Develop data analytic / visualization plans to support high-quality, fact-based business decisions;
- Develop models that can be used in analytic pipelines to make predictions for use in risk assessment;

- Complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data;
- Establish a strong working relationship with all clients, interact effectively with all levels of client personnel, and provide conversion support;
- Analyze and coordinate data file conversions; and
- Work to import files from heterogeneous platforms.

5.0.10 I.1 Data Conversion Specialist (Cloud Data Migration)

- Research, analyze, recommend and select technical approaches to address challenging application data issues for applications in the public cloud environment;
- Provide guidance on how to limit the cost to the organization of cloud operations (scalability, filtering data before transmit etc.);
- Collaborate on the development of implementation plans for appropriate solutions to the transformation and migration of or access to legacy data in the public cloud environment;
- Collaborate on the development of deployment strategies for cloud application architectures that include storage solutions and load balancing to ensure scalable performance;
- Develop innovative solutions to complex business and technology problems;
- Plan, develop and execute data migration strategies;
- Help design and implement cloud architectures and configurations;
- Collaborate with other architects to design and build solutions to migrate existing applications and their databases from an in-premise Data Center to a secure cloud environment;
- Analyze current Mainframe and UNIX/LINUX databases and their environments (DB2 and Sybase), evaluate and plan migrations to a cloud-based database platform and/or design hybrid distributed database solutions for reliability and cost containment;
- Work with large scale databases (250+ GB);
- Work with data migration tools and develop and enhance PL/SQL scripts to migrate from source database to target database;
- Identity workarounds for specific issues, discrepancies and other scenarios observed during migration;
- Automate solutions for repeatable operational activities and procedures;
- Develop test plan and test cases to demonstrate database readiness and synchronization post migration;
- Work closely with application teams to ensure business functionality and SLAs are met;
- Consult for optimal design of database environments, analyze complex distributed production deployments, and make recommendations to optimize performance and manage costs;
- Develop and conduct quality and integrity tests to validate all aspects of the data pre and post-migration; and
- Conduct technical sessions for internal teams.

5.0.11 C.11–Information Technology Security Vulnerability Analysis Specialist (Cloud)

- Use industry-standard IT Security risk assessment methodologies to evaluate proposed architecture;
- Work with architects, application developers, database professionals and others as necessary to design, test and deploy robust secure cloud applications;
- Participate in the evaluation, research and development of IT Cloud security risk assessments, security tools and implementation plans;
- Identify critical flaws in applications and systems that cyber attackers could exploit;
- Identify threats to, and technical vulnerabilities of networks and other infrastructure;

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- Conduct vulnerability assessments for networks, applications, databases and operating systems in the cloud environment; and
- Document findings and provide advice relevant to improving the security and integrity of the applications.

5.1 Common Tasks for All Resource Categories

Other common tasks may include, but are not limited to the following:

- Review the most recent GC, Treasury Board Secretariat (TBS) and SSC cloud services guidelines relating to network security, and other related documents available at that time;
- Maintain up to date knowledge of particular technologies and products supporting cloud technology by keeping relevant cloud qualifications up to date when new products are deployed;
- Monitor industry trends to ensure that the departmental cloud implementation fit with government and industry directions for cloud technology;
- Plan and coordinate IM/IT project management activities for cloud adoption including all aspects of planning/coordination/guidance and process;
- Provide IM/IT documentation such as Statement of Requirements (SOR), project plans, feasibility reports, schedules, project management plans, risk management plans and lessons learned;
- Formulate and manage the IM/IT project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing project progress against milestones, and engaging ongoing risk management;
- Develop and maintain systems for the management and control of IM/IT requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;
- Support the Technical Authority to oversee IM/IT cloud initiatives and various IM/IT initiatives;
- Support the Technical Authority to oversee the cloud change management process for IM/IT requirements;
- Provide monthly project progress reports;
- Coach and mentor teams' members and users on best practices and provide knowledge transfer;
- Conduct stakeholder meetings; and
- Prepare input to presentations and executive briefings.

6.0 Deliverables

The Contractor must provide the following deliverables as specified in the Task Authorization, which can include, but are not limited to:

- Metrics;
- Processes and procedures for systems and applications;
- Conceptual architecture design;
- Technical design documents;
- Networking configuration;
- Architecture design specification;
- System requirements;
- Build books;
- Data flow diagrams;
- System controls;
- Test strategies;
- Test plans;
- Defects, change requests and outstanding items tracking status reports;

- Standard operating procedures guides;
- Architectural diagrams;
- Frameworks;
- Impact analysis and strategies;
- Candidate design;
- Technical design document;
- Project plans;
- Analysis documents;
- Requirements studies;
- Options analysis;
- Conceptual system design;
- Technical design document;
- Strategy and roadmap for the departments migration to the recommended cloud services environments;
- Recommendations of short and medium term target environments for application systems and workloads;
- Protected B compliant network design and automated scripts;
- Operating System Hardening standards for Cloud;
- Deployment and configuration of infrastructure components facilitating production workload hosting in the Public Cloud accounts managed by the CBSA;
- Written and verbal advice;
- Knowledge transfer;
- Issues papers and Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. monthly progress reports);
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Synthesis report of facilitated meetings;
- Activity reports;
- Conversation notes, design documentation, change management documentation, site inspection reports and other work requested under the Task Authorization; and
- Prototypes, scripts, templates and code.

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval and signature (as required).

7.0 Constraints

The Contractor will be expected to maintain up to date knowledge of relevant technologies and products supporting cloud technology by keeping relevant cloud qualifications up to date when new products are deployed.

All aspects of the Cloud infrastructure, applications and services designed and implemented must meet the latest Government Protected B Medium Integrity, Medium Availability security profile requirements, and Treasury Board Secretariat (TBS) and SSC cloud services guidelines.

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the Accessible Canada Act, its associated regulations and standards, and Treasury Board Contracting Policy. The following accessibility standards are applicable to this requirement.

- Accessibility for Ontarians with Disabilities Act (AODA) - Accessible Customer Service Standard
- Town of East Gwillimbury - Accessibility Standards for Customer Service

8.0 Client Support

The Client will provide all documentation and information necessary for the Work.

9.0 Language Requirements

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

10.0 Work Location

The Contractor's resources will be required to work onsite at CBSA premises or project site locations in the NCR, which will be identified in the Task Authorization (TA).

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified databases or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

11.0 Travel

The Contractor personnel may be required to travel outside the National Capital region to perform assigned work. All travel will require prior written approval of the Project Authority or the designated representative. The Contractor must ensure that travel is authorized in accordance with the current National Joint Council Travel Directive. Travel within the NCR is the responsibility of the Contractor.

Travel outside of Canada may also be involved, and a valid passport will be required.

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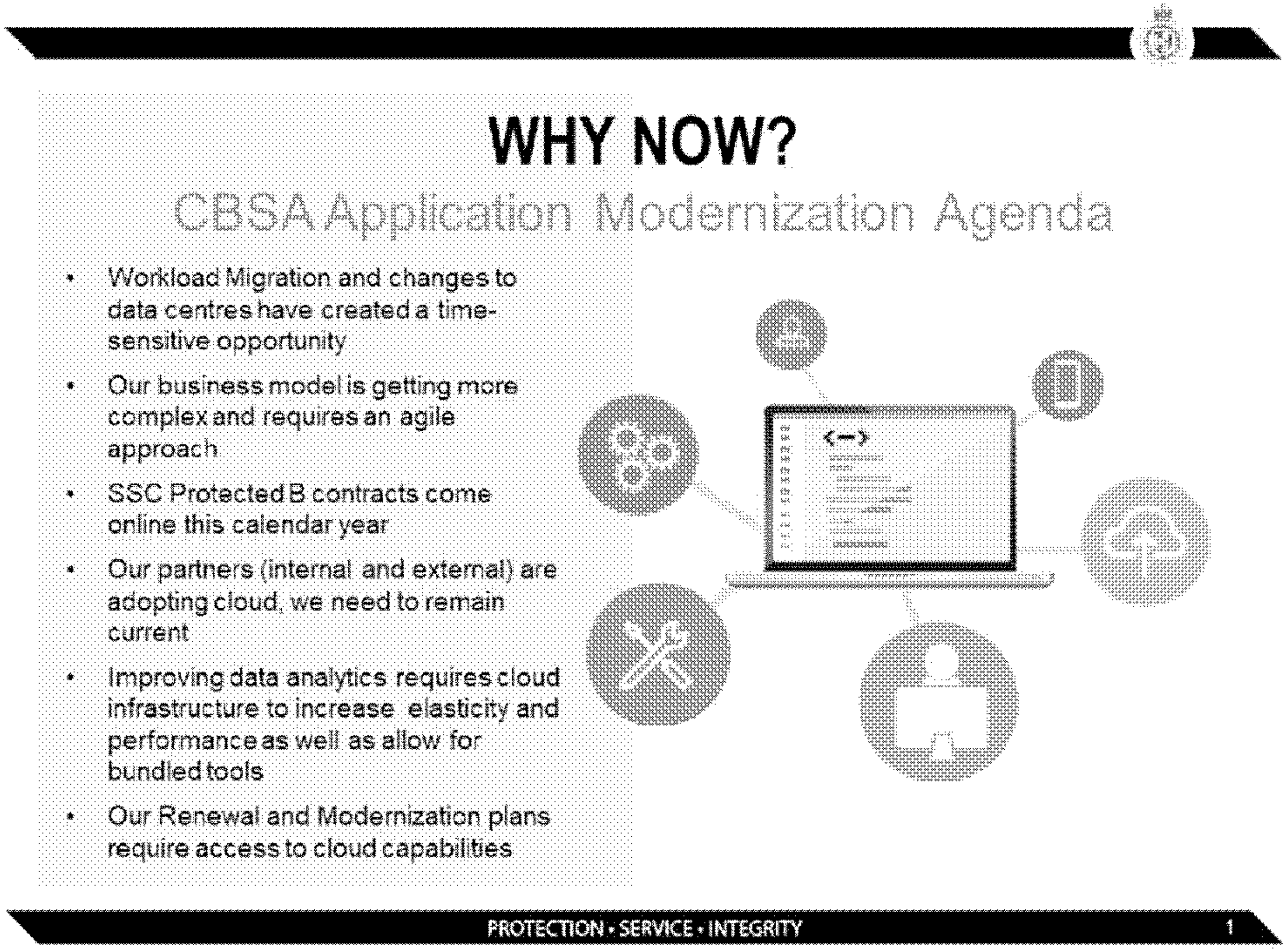

WHY NOW?

CBSA Application Modernization Agenda

- Workload Migration and changes to data centres have created a time-sensitive opportunity
- Our business model is getting more complex and requires an agile approach
- SSC Protected B contracts come online this calendar year
- Our partners (internal and external) are adopting cloud, we need to remain current
- Improving data analytics requires cloud infrastructure to increase elasticity and performance as well as allow for bundled tools
- Our Renewal and Modernization plans require access to cloud capabilities

PROTECTION • SERVICE • INTEGRITY

1

Figure 1: CBSA Application Modernization

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

    (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

    (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

    (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

    (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

    (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

    (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

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considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM

(Provided under separate cover)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, the Contractor must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

To demonstrate compliance with all criteria, the Contractor must include the following information:

- Project name;
- Client organization;
- Project start /end dates and duration;
- Project description;
- Description of role and tasks performed by the resource.

The Contractor must also include the following information for the most recent project referenced in response to any of the criteria:

- Contact information of client project representative

The Contractor must provide the following information for projects referenced (other than the most recent) in response to any of the criteria upon request from CBSA:

- Contact information of client project representative

1.0 Mandatory Resource Assessment Criteria:

NOTE TO CONTRACTOR: Where indicated by ***bold italics***, those terms are defined within the Glossary.

I.6 Network Analyst – Level 3

Resource Category: I.6 Network Analyst – Level 3 Name of Proposed Resource: ____________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M1.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of ten (10) years' experience within		

Resource Category: I.6 Network Analyst – Level 3

Name of Proposed Resource: ________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	the last fifteen (15) years working on ***Enterprise-Class IT*** systems performing **all** of the following tasks: • Documenting network ***configurations***[1] and settings; • Contributing to the development of OSI network architecture models; • Installing and configuring Next-Generation firewalls; • Performing networking/routing ***configuration***[2] and intrusion detection/prevention; • Utilizing network monitoring tools; firewall, anti-malware and packet analyzers; • Supporting converged infrastructure and virtual environments; • Automating network administration tasks via shell scripts; • Troubleshooting network problems, issue determination and resolution; and • Conducting and assisting in interactive security debugging, testing and analysis of security attacks and system failures. Note: To qualify, a project must have a minimum duration of six (6) months		
M1.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last eight (8) years designing and architecting Infrastructure solutions leveraging cloud technologies and services including **all** of the following: • ***Next Generation Firewalls*** • Virtual networks, subnets and User Defined Routing (UDR) • Multi-Protocol Label Switching • Security Groups • Application gateways and load balancing • Network failover • Containers • ***Elastic Computing*** • Storage and backup • Infrastructure as Code		

Resource Category: I.6 Network Analyst – Level 3 Name of Proposed Resource: ______________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	Note: To qualify, a project must have a minimum duration of six (6) months		
M1.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of eighteen (18) months experience within the past five (5) years deploying and configuring virtual networks, routing and ***Next Generation Firewalls*** supporting a Cloud environment designed to meet any of the following security control profiles: • the Government of Canada Protected B Medium integrity Medium availability (PBMM) Profile. • FEDRAMP Moderate or High Level • ISO 27001, ISO 27017 and ISO 27018		
M1.4	The Contractor MUST demonstrate that the Proposed Resource has one or more of the following certifications applicable to Infrastructure as a Service (IaaS) platforms from one or more Leaders in the Gartner 2019 Magic Quadrant for IaaS Cloud (i.e. AWS, Azure, or Google) • AWS Certified Advanced Networking Specialty • AWS Certified Solutions Architect Professional • Microsoft Certified: Azure Administrator Associate AND Azure Enterprise-Class Networking Workshop elective OR MCSE: Cloud Platforms and Infrastructure • Azure Solutions Architect Expert • Professional Cloud Network Engineer (GCP) • Professional Cloud Architect (GCP) A copy of the certification(s) must be provided with the bid.		

I.7 Platform Analyst – Level 3

Resource Category: I.7 Platform Analyst – Level 3 Name of proposed Resource: ______________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M2.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience as a Platform Analyst performing analysis, detailed design, implementation and support of platform technologies for a large user base*, of which: - 2 years involved critical* platform technologies; - 3 years involved cloud platform technologies. Note: Critical is defined as having ***High Availability*** (99%) service requirements. Large user base is defined as having 3000 or more active users. Note: To qualify, a project must have a minimum duration of six (6) months		
M2.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months' experience within the last five (5) years designing, implementing, developing or supporting platforms complying with at least four of the following security standards/requirements: • OWASP Proactive Controls • FIPS 140-2 • FIPS 186-4 • SOC 2 controls • ISO 27001, ISO 27017 and ISO 27018 Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations of the listed standards/requirements across different projects, however the minimum twelve (12) months experience must be demonstrated for EACH security standard/requirement. Overlapping periods will count only once for each standard/requirement.		
M2.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months' experience		

Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	within the last five (5) years working with **all** of the following identity federation standards: • OpenID Connect and OAuth 2.0 or later • SAML 2.0 or later Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations across different projects, however the minimum twelve (12) months experience must be demonstrated for EACH. Overlapping periods will count only once for each standard.		
M2.4	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months' experience within the last five (5) years implementing solutions involving Cloud-based identity access management, Multi-factor authentication AND one of the following; • Biometric security models • Secure enclave processing Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations across different projects, however the minimum twelve (12) months experience must be demonstrated for EACH of the three requirements above. Overlapping periods will count only once for each standard/requirement.		
M2.5	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months' experience within the last five (5) years deploying a Level of Assurance 4 identity authentication solution for an organization with a user base of 3000 or more active users. Note: To qualify, a project must have a minimum duration of six (6) months.		

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I.9 System Administrator – Level 3

Resource Category: I.9 System Administrator – Level 3 Name of proposed Resource: ___________________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M3.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last ten (10) years provisioning, administering and supporting **all** of the below infrastructure and services hosted on a public or private cloud service: • ***Elastic Computing*** • Virtual Appliances • Storage • Backup solutions • User credentials • Secure Remote Access • Application gateways and load balancing Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations across different projects, however the minimum five (5) years' experience must be demonstrated for EACH one of the infrastructure and services listed above. Overlapping periods will count only once for each infrastructure and service.		
M3.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of three (3) years' experience within the last ten (10) years performing **all** of the following tasks in a Cloud environment: • Performing general system administration duties including managing permissions, and installing upgrades and patches on public cloud systems; • Installing and configuring software, resources and services; • Performing system monitoring, analysis, and performance tuning; • Configuring and managing secure connections between the client in-premise environments and the cloud; • Investigating and resolving security issues;		

Resource Category: I.9 System Administrator – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	• Investigating and resolving application performance issues; and • Scripting and automating tasks to manage resources and services in the cloud environments. Note: To qualify, a project must have a minimum duration of six (6) months		
M3.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last ten (10) years performing all of the following tasks: • Collaborating with Cloud Architects, providing feedback and implementing conceptual, logical or physical designs or architectures; • Developing and executing Quality Assurance tests on newly provisioned environments and recording and communicating the results; • Performing system hardening on newly provisioned environments; • Conducting compliance monitoring and inventory auditing; and • Creating and maintaining structured and thorough Build Books that contain a detailed and current ***configuration***[1] of the environment, with validated Rebuild and Provisioning Procedures. Note: To qualify, a project must have a minimum duration of six (6) months		

I.10 Technical Architect (Cloud Security) – Level 3

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3

Name of proposed Resource: ___________________________________

Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
M4.1	The Contractor MUST demonstrate that the Proposed Resource has three (3) years' experience leading the Security Assessment and Authorization efforts within a North American ***public sector organization*** for the successful authorization of government Protected B (or equivalent)** cloud deployments. * Successful has the following characteristics: The cloud deployment has been designed with specific controls and to meet specific security requirements, has undergone assessment according to a recognized Security Assessment & Authorization process and received an Authority to Operate from the appropriate responsibility area. ** "Protected B" data is defined as sensitive personally-identifiable private data which could be injurious to an individual or organization if compromised. Note: To qualify, a project must have a minimum duration of six (6) months		
M4.2	The Contractor MUST demonstrate that the Proposed Resource has five (5) years' experience, of which 3 years or more were within a Cloud environment, performing **ALL** of the following tasks: • Defining Technical and Functional security requirements; • Creating Security Architecture; • Participating in Infrastructure and Application Architecture Reviews; • Participating in Infrastructure and Application Design Reviews; and • Performing IT Certification or Assessment activities. Note: To qualify, a project must have a minimum duration of three (3) months		
M4.3	The Contractor MUST demonstrate that the proposed resource has any three (3) of the following certifications: • Certified Cloud Security Professional		

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Resource Category: I.10 Technical Architect (Cloud Security) – Level 3 Name of proposed Resource: ______________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	• Certified Information System Security Professional (CISSP) • Certified ISO 27001 Lead Implementer • Certified Information Systems Auditor (CISA) • Certified Information Security Manager (CISM) • Certified in Risk and Information System Control (CRISC) • Cloud Security Alliance Cloud Security Knowledge (CCSK) • GIAC Industrial Cyber Security Professional (GICSP) • Payment Card Industry – Qualified Security Assessor (PCI-QSA) • System Security Certified Practitioner (SSCP) A Copy of the Certifications must be provided.		

I.11 Technology Architect – Level 3

Resource Category: I.11 Technology Architect – Level 3 Name of proposed Resource: ______________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M5.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of ten (10) years' experience within the last fifteen (15) years working on ***Enterprise-class*** IT systems performing a minimum of six of the following tasks: • Gathering and documenting business requirements; • Developing Systems Architecture; • Developing Logical and Physical cloud models; • Developing and Implementing architectural strategies and plans; • Contributing to overall project plans, testing strategies, security and infrastructure design;		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	• Developing processes to enable the migration of data or workloads from source to destination systems; • Contributing expertise and resolving Issues related to architectural challenges; and • Reporting on progress to management using standard approaches and visualization (charts, etc.). Note: To qualify, a project must have a minimum duration of six (6) months		
M5.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last eight (8) years designing and architecting infrastructure services or applications leveraging a minimum of five of the following cloud technologies: • ***Elastic Computing*** • Cloud storage and backup • Networking (Firewalls, User Defined Routing) • Application gateways and load balancing • Database or DataWarehouse-as-a-Service • Identity, Credential and Access Management Note: To qualify, each project must have a minimum duration of six (6) months		
M5.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of eighteen (18) months' experience in the last five (5) years (as of solicitation issue date) architecting and executing a solution to migrate an existing ***Enterprise-class*** secure* application or service to the cloud. *Secure is defined as meeting one of the following security control profiles: o the Government of Canada Protected B Medium integrity Medium availability (PBMM). o FEDRAMP Moderate or High Level o ISO 27001, ISO 27017 and ISO 27018 Note: To qualify, a project must have a minimum duration of six (6) months		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ______________________________

Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M5.4	The Contractor MUST demonstrate that the Proposed Resource has a minimum of two (2) years' experience within the last ten (10) years (as of solicitation issue date) designing, developing (coding), testing, implementing and supporting application solutions. Note: To qualify, a project must have a minimum duration of six (6) months		
M5.5	The Contractor MUST demonstrate that the Proposed Resource has: One of the following certifications applicable to Infrastructure as a Service (IaaS) platforms from one or more Leaders in the Gartner 2019 Magic Quadrant for IaaS Cloud (i.e. AWS, Azure, or Google): • Azure Solutions Architect Expert • Amazon Solutions Architect Associate • Professional Cloud Architect (GCP) A copy of the certificate(s) must be provided with the bid.		

B.2 Business Architect – Level 3

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ______________________________

Criteria	Mandatory Requirement	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M6.1	The Contractor MUST demonstrate that the proposed resource has a minimum of ten (10) years' experience within the last fifteen (15) years performing **all** of the following tasks and activities for Large* organizations;		

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	• Researching, defining and communicating the current business architecture for Information Technology service delivery using deliverables such as: Strategy Maps, Business Model Canvas, Value Chains, Business Capability Models, Business Process Models; • Reviewing, Analyzing and evaluating emerging technologies, trends, business models and best practices to identify new services and delivery models that would better serve the clients or customers of the organization; • Assessing an organizations' capacity and capability to undertake and deliver on an initiative or a change; and • Researching, defining and communicating the value and Return on Investment (ROI) of proposed services and transformation initiatives through: Business Cases, Logic Models, Outcomes Registers, Benefits Realization Plans, and Key Performance Indicators (KPIs). * Large organizations are defined as organizations having 2000 or more employees OR organizations having 1500 or more employees **and** multiple lines of business each with separate organization structures and strategic objectives Note: To qualify, a project must have a minimum duration of six (6) months		
M6.2	The Contractor MUST demonstrate that the proposed resource has worked on a minimum of two (2) projects in the last five (5) years : • Guiding and leading people, process and organizational change in response to disruptive forces or opportunities towards desired business outcomes by meeting with variety* of project stakeholders to help build awareness and secure buy-in for cross-organization initiatives and release readiness • Working with domain architects (information, data, application) and solution architects to align technical design decisions with business needs and goals *Variety is defined as at least 3 different stakeholder groups (internal and/or external)		

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ____________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	Note: To qualify, a project must have a minimum duration of six (6) months		

A.1 Application/Software Architect (Cloud Solutions) – Level 3

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M7.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of ten (10) years' experience* within the last fifteen (15) years performing **all** of the following tasks: • Develop technical architectures, frameworks and strategies, to meet the business and application requirements; • Analyze and evaluate alternative technology solutions to meet business problems; • Ensure the integration of all aspects of technology solutions; • Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary; • Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems; and • Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal. Note: To qualify, a project must have a minimum duration of six (6) months		

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________

Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M7.2	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks: • Performing requirements analysis, data profiling, effort estimation for database design and documenting the results; • Translating complex technical terminology, concepts and issues in terms understandable to technical and nontechnical management and resources staff; • Developing and maintaining conceptual, logical, and physical diagrams of the applications, software, and database architectures for business critical applications; and • Ensuring projects adhered to client's application, data, and database standards and policies Note: To qualify, a project must have a minimum duration of six (6) months		
M7.3	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks within a public cloud environment: • Creating the conceptual, logical and physical designs for application architectures and their interoperability; • Researching, analyzing, recommending and selecting technical approaches to address challenging development and integration problems with application architectures; and • Developing implementation plans for the deployment of application architectures. Note: To qualify, a project must have a minimum duration of six (6) months		
M7.4	The Contractor MUST demonstrate that the Proposed Resource has a minimum of three (3) years' experience within the last eight		

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Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3 Name of proposed Resource: ____________________			
		Contractor's Response	
Criteria	**Mandatory Requirement**	**Demonstrated experience (Contractors to insert data)**	**Insert page # of resume**
	(8) years designing and implementing cloud solutions employing 5 or more of the following cloud technologies and services: - ***Elastic Computing*** - Cloud storage and backup - Automation - Network Virtual Appliances (Firewalls) - Application gateways and load balancing - Database-as-a-Service - Identity, Credential and Access Management Note: To qualify, a project must have a minimum duration of six (6) months		
M7.5	The Contractor MUST demonstrate that the proposed resource has a minimum of one (1) year experience designing and implementing cloud solutions for a ***public sector organization***. Note: To qualify, a project must have a minimum duration of six (6) months		
M7.6	The Contractor MUST demonstrate that the Proposed Resource has: One of the following certifications applicable to Infrastructure as a Service (IaaS) platforms from one or more Leaders in the Gartner 2019 Magic Quadrant for IaaS Cloud (i.e. AWS, Azure, or Google): - Azure Solutions Architect Expert - Amazon Solutions Architect Associate - Professional Cloud Architect (GCP) A copy of the certificate(s) must be provided.		

A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M8.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last ten (10) years designing, developing, testing and deploying code and software for a cloud computing environment. Note: To qualify, a project must have a minimum duration of six (6) months		
M8.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of seven (7) years' experience within the last ten (10) years designing, developing and implementing web-based applications using the following two languages: • Java • Node JS Note: The experience required is a combined total, however a minimum of 3 years must be demonstrated for EACH language. To qualify, a project must have a minimum duration of six (6) months.		
M8.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of two (2) years' experience within the last five (5) years' ***refactoring*** and deploying ***Enterprise-class*** solutions. Note: To qualify, a project must have a minimum duration of six (6) months.		
M8.4	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months experience within the last five (5) years coding, testing and implementing solutions involving Cloud-based identity access management, Multi-factor authentication AND one of the following: • Biometric security models • Secure enclave processing		

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Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3 Name of proposed Resource: ____________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations across different projects, however the minimum experience must be demonstrated for EACH one of the three bullets above. Note: To qualify, a project must have a minimum duration of six (6) months		

I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist) – Level 3 Name of proposed Resource: ____________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M9.1	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks and responsibilities: • Using methodologies from Machine Learning, Deep Learning and Artificial Intelligence; • Applying Machine Learning using diverse types of data, diverse data sources and different types of learning models; • Developing queries to isolate data with high value within a Data Warehouse, Data Mart or Data Lake; • Performing exploratory data analysis, rapid prototyping and presenting creative ideas to exploit data to drive deeper insights and business value;		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist) – Level 3 Name of proposed Resource: ___________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	• Providing proactive data analysis of large structured and unstructured datasets involving a wide range of systems across multiple disparate data sets; and • Developing data analytic and visualization plans to support high-quality, fact-based business decisions. Note: To qualify, a project must have a minimum duration of six (6) months		
M9.2	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing a minimum of five (5) of the following tasks and activities: • Working with scalable data platforms such as; Power BI, Hadoop, Spark, Redshift, NoSQL (dynamoDB / MongoDB); • Building the tools and supporting data structures needed to analyze data and perform data cleaning activities; • Determining problematic issues with data and proposing feasible resolutions; • Organizing, mapping, analyzing numerous data sets to incorporate them into one centralized data repository; • Performing exploration of data, including analysis, mining of correlations and result verification; • Developing and deploying solutions that addressed data aggregation challenges, including data being distributed across numerous databases or sources; and • Developing and implementing strategies for data enrichment. Note: To qualify, a project must have a minimum duration of six (6) months		
M9.3	The Contractor MUST demonstrate that the proposed resource has a minimum of three (3) years' experience within the last five (5) years performing a minimum of three (3) of the following tasks and activities;		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist) – Level 3 Name of proposed Resource: ___________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	• Identifying opportunities for automation, knowledge discovery, decision-making, insights, optimization, and new capabilities; • Developing frameworks and best practices for analytic solutions at different maturity levels; • Preparing documentation, reports, and presentations that explain advanced analytics concepts, technology, and inner workings of solutions to broader teams, including non-technical audiences; and • Mentoring other data scientists in the design, implementation, testing, prototyping, and deploying of data analytic solutions. Note: To qualify, a project must have a minimum duration of six (6) months		
M9.4	The Contractor MUST demonstrate the proposed resource holds: A Masters' degree in a quantitative discipline such as applied mathematics, computer science, data science, statistics or econometrics, OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. The Contractor must include a copy of the degree(s).		

I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations) – Level 3 Name of proposed Resource: ___________________________________			
		Contractor's Response	
Criteria	**Mandatory Requirement**	**Demonstrated experience (Contractors to insert data)**	**Insert page # of resume**
M10.1	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks: • Design, develop and administer significant (greater than 500 GB) DB2 databases; • Troubleshoot and optimize DB2 databases; and • Automate solutions for repeatable problems or maintenance activities. Note: To qualify, a project must have a minimum duration of six (6) months		
M10.2	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks: • Conduct exploratory data analysis on databases to understand and identify data quality issues prior to a significant upgrade or migration of database; • Determine problematic issues with data and data structures and present findings to stakeholders; and • Identify, test and develop solutions to data quality problems or database performance issues. Note: To qualify, a project must have a minimum duration of six (6) months		
M10.3	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks: • Developing and planning data migration strategies for secure application migrations to the cloud; • Designing and building solutions, and using appropriate tools to migrate existing applications and their databases from an in-premise database environment to a secure cloud environment;		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations) – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	• Developing data validation approach, test plan, scenarios and scripts, as necessary, to demonstrate completeness, integrity and security of the migrated data to the cloud; and • Performing post-migration activities. Note: To qualify, a project must have a minimum duration of six (6) months		
M10.4	The Contractor MUST demonstrate that the proposed resource has a minimum of two (2) years' experience within the last ten (10) years performing a minimum of four (4) of the following tasks: • Migrating mainframe databases to a UNIX or LINUX platform; • Designing, developing, or administering distributed databases; • Developing, testing and executing data cleansing solutions; • Developing scripts using bash, Perl and/or Python; and • Using ETL tools such as DataStage. Note: To qualify, a project must have a minimum duration of six (6) months		

C.11–Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3 Name of proposed Resource: ___________________________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M11.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last ten (10) years conducting IT Security vulnerability assessments.		
M11.2	The Contractor MUST demonstrate that the proposed resource possesses a current professional certification from any of the following: CISSP from (ISC) CISM from ISACA CRISC from ISACA GIAC / Any Int/Adv Cyber Security certification GIAC / Any Int/Adv Cyber Defense certification GIAC / Any Penetration Testing Certification CEH (Certified Ethical Hacker) GICSP GWAPT GWEB CISA A copy of the Certification must be provided with the bid.		
M11.3	The Contractor MUST demonstrate that the Proposed Resource has experience in the past two (2) years performing Vulnerability Assessments and Penetration Testing for secure* public Cloud-based environments, services or solutions for five (5) different clients (separate legal entities) including **all** of the following activities: • Conducting an assessment of the assets and data involved including the business value in addition to the technology/technical configuration involved; • Conducting thorough vulnerability scans and penetration testing to identify vulnerabilities that may leave the organization or data open to threats or theft; • Using automated vulnerability assessment tools; • Producing an actionable and prioritized list of deficiencies		

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3 Name of proposed Resource: ____________________________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	with explanations and technical recommendations; and • Preparing a summary report for management. Note: To qualify, a project must have a minimum duration of 20 days. * Secure is defined as designed to meet one of the following security control profiles: ○ the Government of Canada Protected B Medium integrity Medium availability (PBMM). ○ FEDRAMP Moderate or High Level ○ ISO 27001, ISO 27017 and ISO 27018		

2.0 Point Rated Resource Assessment Criteria:

I.6 Network Analyst – Level 3

Resource Category: I.6 Network Analyst – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R1.1	The Contractor should demonstrate that the Proposed Resource has additional experience, in excess of the minimum M1.2 mandatory requirement of five (5) years, designing and architecting Infrastructure solutions leveraging cloud technologies and services including **all** the following: • ***Next Generation Firewalls*** • Virtual networks, subnets and User Defined Routing (UDR) • Multi-Protocol Label Switching • Security Groups • Application gateways and load balancing • Network failover • Containers • ***Elastic Computing*** • Storage and backup • Infrastructure as code Note: A qualifying project will have a minimum duration of six (6) months	**20**	5+ years up to 6 years = 5 points 6+ years up to 7 years = 10 points 7+ years up to 8 years = 15 points More than 8 years = 20 points Maximum 20 points		
R1.2	The Contractor should demonstrate that the Proposed Resource has additional experience in excess of the minimum M1.3 mandatory requirement of eighteen (18) months within the past five (5) years (prior	**15**	18+ months up to 2 years = 5 points 2+ years up to 3 years = 8 points 3+ years up to 4 years = 12 points		

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Resource Category: I.6 Network Analyst – Level 3

Name of proposed Resource: ____________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	to solicitation issue date) configuring, deploying, and supporting Virtual Networks, ***Next Generation Firewalls***, routing and security groups within a Production Cloud environment designed to meet any of the following security control profiles: • the Government of Canada Protected B Medium integrity Medium availability (PBMM) Profile • FEDRAMP Moderate or High Level • ISO 27001, ISO 27017 and ISO 27018 Note: A qualifying project will have a minimum duration of six (6) months		More than 4 years = 15 points		
R1.3	The Contractor should demonstrate that the Proposed Resource has Cloud experience within the last five (5) years performing the following tasks: • Exposed Virtual machines and cloud services in virtual networks to the Internet using an external load balance service. • Utilized Security Groups and Access Control List (ACLs) for incoming and outgoing packets • Designed User Defined Routes for specific cases to force tunneling to the Internet via an on-premise network.	**12**	For each task: Less than 1 year = 0 points 1 year up to 3 years = 2 points More than 3 years = 3 points		

Resource Category: I.6 Network Analyst – Level 3

Name of proposed Resource: ___________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	• Designed ***BGP*** routes to enable dedicated direct cloud connections (e.g. ExpressRoute / Direct connection) between an on-premise data center and a cloud environment. Note: A qualifying project will have a minimum duration of six (6) months				
R1.4	The Contractor should demonstrate that the Proposed Resource has experience within the last 5 years (as of solicitation issue date) designing, deploying and supporting cloud network infrastructure and services hosted on Amazon Web Services. Note: A qualifying project will have a minimum duration of six (6) months	**5**	Less than 1 year = 0 points 1 year up to 2 years = 1 point 2+ years up to 3 years = 3 points More than 3 years = 5 points		
R1.5	The Contractor should demonstrate that the Proposed Resource has a current and valid Firewall Administrator certification from a ***Next Generation Firewall*** vendor (e.g. Cisco, Fortinet, Palo Alto, etc.). A copy of the certificate(s) should be provided with the bid.	**5**	No certificates = 0 points 1 or more Certificate(s) = 5 points		
R1.6	The Contractor should demonstrate that the Proposed Resource has:	**5**	No Degree/Diploma = 0 points		

Resource Category: I.6 Network Analyst – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.		Degree/Diploma = 5 points		
MAX. AVAILABLE POINTS		**62**			
MIN. POINTS REQUIRED		**40**			

I.7 Platform Analyst – Level 3

Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R2.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology,	**5**	No Degree/Diploma = 0 points Degree/Diploma = 5 points		

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Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.				
R2.2	The Contractor should demonstrate that the Proposed Resource has experience ***implementing*** one or more of the following security patterns within an IT solution: • System and method for generating and authenticating passwords using key inputs and contextual inputs • Method and system for authenticating a security device • Method and system for establishing trusted communication using a security device Note: A qualifying project will have a minimum duration of six (6) months	**20**	Up to 5 points per project for a maximum of 4 projects as follows: 1 pattern = 2 points 2 patterns = **4** points 3 patterns = 5 points		
R2.3	The Contractor should demonstrate that the Proposed Resource has:	**20**	Less than 5 technologies = 0 points		

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Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	Implementation experience with at least 5 of the following technologies; - FIDO2 - Okta - Gluu - RSA encryption - Ping Identity - WSO2 - Auth0 - Google Duo - ForgeRock - Azure Active Directory - AWS Active Directory Note: A qualifying project will have a minimum duration of three (3) months		5 to 6 technologies = 10 points 7 to 8 technologies = 15 points 9 or more technologies = 20 points		
R2.4	The Contractor should demonstrate that the Proposed Resource has experience developing and ***implementing*** cloud-based applications using one or both of the following: - Java - Node JS Note: A qualifying project will have a minimum duration of six (6) months	**10**	Less than 2 years = 0 points 2 years up to 3 years = 6 points 3+ years up to 5 years = 8 points More than 5 years = 10 points		
R2.5	The Contractor should demonstrate that the Proposed Resource has experience designing and ***implementing Hybrid Cloud Enterprise*** solutions. Note: A qualifying project will have a minimum duration of six (6) months	**20**	Less than 1 year = 0 points 1 year up to 3 years = 10 points 3+ years up to 5 years = 15 points More than 5 years = 20 points		

Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
R2.6	The Contractor should demonstrate that the proposed resource has experience implementing and supporting solutions hosted on Amazon Web Services.	**5**	Less than 1 year = 0 points 1 year up to 2 years = 1 point 2+ years up to 3 years = 3 points More than 3 years = 5 points		
MAX. AVAILABLE POINTS		**80**			
MIN. POINTS REQUIRED		**52**			

I.9 System Administrator – Level 3

Resource Category: I.9 System Administrator – Level 3

Name of proposed Resource: ________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
R3.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be	**5**	No Degree/Diploma = 0 points Degree/Diploma = 5 points		

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Resource Category: I.9 System Administrator – Level 3

Name of proposed Resource: ___________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.				
R3.2	The Contractor should demonstrate that the Proposed Resource has experience within the last ten (10) years performing the following tasks in a Cloud environment: • Deploying and managing ***Highly Available***, resilient cloud resources with no single points of failure; • Performing system hardening on newly provisioned environments; • Developing and utilizing automation techniques to allocate additional resources as and when needed; and • Designing and ***implementing*** a tiered backup and restore strategy for data of varying values to the organization. Note: A qualifying project will have a minimum duration of six (6) months	**20**	For each task: Less than 1 year = 0 points 1 year up to 2 years = 1 point 2+ years up to 4 years = 2 points 4+ years up to 6 years = 3 points 6+ years up to 7 years = 4 points More than 7 years = 5 points		
R3.3	The Contractor should demonstrate that the Proposed Resource has experience within the last ten (10) years managing system resources using VMWare products.	**10**	Less than2 years = 0 points 2+ years up to 5 years = 5 points 5+ years up to 8 years = 7 points		

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Resource Category: I.9 System Administrator – Level 3

Name of proposed Resource: ___________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
			More than 8 years = 10 points		
R3.4	The Contractor should demonstrate that the Proposed Resource has experience developing, testing, maintaining and executing automated provisioning and rebuild procedures for Cloud application resources. Note: A qualifying project will have a minimum duration of six (6) months	**10**	Less than 2 years = 0 points 2+ years up to 5 years = 5 points 5+ years up to 8 years = 7 points More than 8 years =10 points		
R3.5	The Contractor should demonstrate that the Proposed Resource has any of the following Associate-level certifications: • Microsoft Certified Azure Administrator Associate OR Microsoft 365 Certified Security Administrator Associate OR MCSE Cloud Platforms and Infrastructure • AWS Certified SysOps Administrator Associate • Associate Cloud Engineer (GCP) A copy of the certificate(s) should be provided.	**10**	No Certification = 0 points 1 Certification = 5 points 2 Certifications or more = 10 points		
MAX. AVAILABLE POINTS		**55**			
MIN. POINTS REQUIRED		**35**			

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I.10 Technical Architect (Cloud Security) – Level 3

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
R4.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.	**10**	No Degree/Diploma = 0 points Degree/Diploma = 10 points		
R4.2	The Contractor should demonstrate that the Proposed Resource has additional experience in excess of M4.2 minimum 5 years mandatory requirement, including 3 years in a Cloud environment, performing the following tasks: • Defining Technical and Functional security requirements; • Creating Security Architecture; • Participating in Infrastructure and Application Architecture Reviews; • Participating in	**20**	5+ years up to 7 years = 8 points 7+ years up to 8 years = 14 points More than 8 years = 20 points		

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3

Name of proposed Resource: ___________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	Infrastructure and Application Design Reviews; and • Performing IT Certification or Assessment activities Note: A qualifying project will have a minimum duration of three (3) months				
R4.3	The Contractor should demonstrate that the Proposed Resource has experience preparing Threat & Risk Assessments on Cloud-based applications for government projects/initiatives involving any of the following: • Biometric identification • Multi-factor authentication, secure enclave processing • Mobile device-based multi factor authentication • Cloud-based Identity Access Management • Artificial Intelligence or Machine Learning • Robotic Process Automation • ***Analytic Pipelines*** Note: A qualifying project will have a minimum duration of two (2) months.	**25**	1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4 projects = 20 points 5+ projects = 25 points		
R4.4	The Contractor should demonstrate that the Proposed Resource has experience completing Security assessments of infrastructure or applications within Microsoft	**20**	2 points per assessment up to maximum of 10 assessments		

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	Azure, AWS or GCP cloud environments Note: A qualifying assessment will have a minimum duration of two (2) months.				
R4.5	The Contractor should demonstrate that the Proposed Resource has experience designing architecture, applications or infrastructure incorporating security controls according to OWASP recommendations. Note: A qualifying project will have a minimum duration of six (6) months	**20**	Less than 1 year = 0 points 1 year up to 3 years = 5 points 3+ years up to 5 years = 10 points 5+ years up to 7 years = 15 points More than 7 years = 20 points		
MAX. AVAILABLE POINTS		**95**			
MIN. POINTS REQUIRED		**61**			

I.11 Technology Architect – Level 3

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R5.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized	**10**	No Degree/Diploma = 0 points Degree/Diploma = 10 points		

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Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the bid. The copy WILL be a readable copy in English or French.				
R5.2	The Contractor should demonstrate that the Proposed Resource has experience performing the following tasks supporting Legacy-to-Cloud application migration projects: • Collecting relevant data on customer's existing applications including: architecture, workloads, services, data volumes, users, support requirements, network and other infrastructure requirements; • Conducting cloud assessments and analysis of workloads and services to determine which workloads are good candidates for migration; • Mapping source environment resources/services to target resources/services; • Defining and designing appropriate to-be application, platforms, and hosting architectures in public/private clouds;	**30**	10 points per project up to maximum of 3 projects (30 points)		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	- Designing cloud architecture that meets key non-functional requirements (security, compliance, performance, resiliency, and availability); - Overseeing the migration of workloads and capabilities (e.g. Disaster recovery, archiving/backup) to cloud; and - Leveraging cloud specific services (e.g. Web Application PaaS, Resource Manager, etc.) to ***implement*** desired cloud operating models and enable DevOps capabilities. Note: A qualifying project will have a minimum duration of nine (9) months and contain completion of at least three of the listed tasks.				
R5.3	The Contractor should demonstrate that the Proposed Resource has experience with large or complex* data migrations including five or more of the following: - Developing the strategy - Creating the plan - Analyzing data quality - Resolving data issues - Validating accuracy, performance, accessibility, security and reliability - Loading - Switch-over - Optimization * Large or complex describes a database that contains a	**20**	5 to 6 tasks = 5 points 7 to 8 tasks = 10 points Plus 10 points for the number of years of experience as follows: 1 year up to 3 years = 2 points 3+ years up to 4 years = 5 points 4+ years up to 5 years = 8 points		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	significant volume of data (more than 250 GB) or a broad data structure with many relationships defined to the point that queries and normal operations require specialized application and database optimization approaches. Note: A qualifying project will have a minimum duration of six (6) months		More than 5 years = 10 points		
R5.4	The Contractor should demonstrate that the Proposed Resource has experience architecting and migrating on-premise ***Enterprise-class*** applications to an environment hosted on one of the Gartner 2019 Magic Quadrant for IaaS cloud platforms (AWS, Azure or Google) using a ***Hybrid cloud*** deployment model. Note: A qualifying project will have a minimum duration of six (6) months	**15**	1 project = 3 points 2 projects = 6 points 3 projects = 10 points 4 or more projects = 15 points		
R5.5	The Contractor should demonstrate that the Proposed Resource has experience with one of the following activities and tasks in a Cloud environment: • Designing data warehousing as a service solutions • Designing data lakes that scale with ingested data but also discard data due to low value or if it contravenes policy to retain it	**5**	0 projects = 0 points 1+ project = 5 points		

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Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	Note: A qualifying project will have a minimum duration of twelve (12) months				
MAX. AVAILABLE POINTS		**80**			
MIN. POINTS REQUIRED		**52**			

B.2 Business Architect – Level 3

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R6.1	The Contractor should demonstrate that the Proposed Resource has experience within the last ten (10) years supporting initiatives by: • Assessing transformation initiative impacts on job roles and organization structures; AND • Making recommendations as to the best use of public funds Note: A qualifying project will have a minimum duration of six (6) months	**20**	Less than 5 years = 0 points 5 years up to 6 years = 8 points 6+ years up to 7 years = 12 points 7+ years up to 8 years = 16 points More than 8 years = 20 points		
R6.2	The Contractor should demonstrate that the Proposed Resource has experience within the last ten (10) leading* Agile or Digital Transformation	**20**	1 project = 10 points 2 projects = 15 points 3+ projects = 20 points		

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	initiatives within a ***public sector organization***. *Leading – Defined as the person in charge of the day to day activities of the project. Note: A qualifying project will have a minimum duration of six (6) months				
R6.3	The Contractor should demonstrate that the proposed resource has: One (1) of the following certifications: • Agile (Scrum.org, Agile Alliance, PMI) • Change Management (PROSCII, Six Sigma, CCMP, ACMP) A copy of the Certification will be provided	**10**	0 certification = 0 points 1 or more certifications = 10 points		
R6.4	The Contractor should demonstrate that the proposed resource has: A post-graduate degree, post-graduate diploma, post-graduate certificate or industry certification related to Business Architecture (not used for any other criteria); OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the post-graduate degree, diploma, certificate or academic credential	**10**	0 document = 0 points 1 or more degree, diploma or certificate = 10 points		

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ______________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.				
MAX. AVAILABLE POINTS		**60**			
MIN. POINTS REQUIRED		**39**			

A.1 Application/Software Architect (Cloud Solutions) – Level 3

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ______________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R7.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.	**10**	No Degree/Diploma = 0 points Degree/Diploma = 10 points		

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ___________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
R7.2	The Contractor should demonstrate that the Proposed Resource has experience in excess of the minimum five (5) years within the last ten (10) years mandatory requirement in M7.3 performing the following tasks within a public cloud environment: • Creating the conceptual, logical and physical designs for application architectures and their interoperability; • Researching, analyzing, recommending and selecting technical approaches to address challenging development and integration problems with application architectures; and • Developing implementation plans for the deployment of application architectures Note: A qualifying project will have a minimum duration of six (6) months	**20**	5+ years up to 6 years = 5 points 6+ years up to 7 years = 10 points 7+ years up to 8 years = 15 points More than 8 years = 20 points		
R7.3	The Contractor should demonstrate that the Proposed Resource has experience within the last twelve (12) years as an Application/Software Architect performing the following activities: • Developing deployment strategies for architectures in the cloud that included secure remote access such as VPN gateways (client to gateway, gateway to gateway);	**15**	For each activity: Less than 1 year = 0 points 1 year up to 3 years = 2 points 3+ years up to 5 years = 4 points More than 5 years = 5 points		

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	• Developing deployment strategies for cloud architectures that included private (on-premise) networks for the storage and processing of more sensitive data; • Developing deployment strategies for architectures of re-usable environments designed to test new data or application operations without affecting production usage. Note: A qualifying project will have a minimum duration of six (6) months				
R7.4	The Contractor should demonstrate that the Proposed Resource has experience within the last twelve (12) years as an Application / Software Architect performing the following activities: • Incorporating serverless code in application architectures; • Designing scaling sets of virtual machines to keep costs low while still providing acceptable response times during peak usage; • Designing cloud-based authentication solutions allowing for single sign-on (SSO) among applications; and • Designing cloud-based authentication solutions that implement multi-factor authentication.	**20**	For each activity: Less than 1 year = 0 points 1 year up to 3 years = 2 points 3+ years up to 5 years = 4 points More than 5 years = 5 points		

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Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	Note: A qualifying project will have a minimum duration of six (6) months				
R7.5	The Contractor should demonstrate that the Proposed Resource has experience within the last twelve (12) years as an Application/Software Architect performing any of the following tasks: • Developing deployment strategies for business intelligence tools within cloud architecture that address both structured and unstructured data; • Designing data warehouse-as-a-service solutions; • Designing data lakes that scale with ingested data but also discard data due to low value or if it contravenes policy to retain it Note: A qualifying project will have a minimum duration of twelve (12) months	**5**	0 projects = 0 points 1+ project = 5 points		
MAX. AVAILABLE POINTS		**70**			
MIN. POINTS REQUIRED		**45**			

A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ______________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R8.1	The Contractor should demonstrate that the proposed resource has experience, in excess of the minimum 5 years mandatory requirement in M8.1, designing, developing, testing and deploying code and software for a cloud computing environment. Note: A qualifying project will have a minimum duration of six (6) months	**20**	5+ years to 6 years = 12 points 6+ years to 7 years = 16 points More than 7+ years = 20 points		
R8.2	The Contractor should demonstrate that the proposed resource has: One (1) of the following certifications applicable to Infrastructure as a Service (IaaS) platforms from one or more Leaders in the Gartner 2019 Magic Quadrant for IaaS Cloud (i.e. AWS, Azure, or Google): • AWS Certified Developer • Azure Developer Associate • Google Professional Cloud Developer Note: A copy of the certification should be provided.	**10**	0 Certifications = 0 points 1 or more Certifications = 10 points		
R8.3	The Contractor should demonstrate that the proposed resource has experience designing, developing, testing and	**6**	0 projects = 0 points 1 project = 2 points		

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Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	deploying code and software for one or more of the following types of solution projects: • Mobile computing • Artificial Intelligence or Machine Learning • Robotic process automation • Biometrics • Analytic Pipelines Note: A qualifying project will have a minimum duration of twelve (12) months Projects should be fully described including the platform, technology and specific features/functionalities (high-level) deployed.		2 projects = 4 points 3+ projects = 6 points		
R8.4	The Contractor should demonstrate that the proposed resource has experience designing, developing, testing and deploying code and software for web-based solutions including the following: • back-end and web-tier components for data collected externally (to the organization) and/or internally; • application code to process the data in some manner • security controls	**15**	Less than 3 years = 0 points 3 years up to 4 years = 10-points 4+ years up to 5 years = 12 points More than 5 years = 15 points		

Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	Note: A qualifying project will have a minimum duration of six (6) months. Projects should be described including the architecture, data collected (including source/method) and processing functionality (ies) deployed.				
R8.5	The Contractor should demonstrate that the proposed resource has experience designing, developing and implementing web-based applications using the following languages: • Python, • Vue JS, • Angular Note: A qualifying project will have a minimum duration of six (6) months	**15**	Points will be allocated per language as follows: Less than 2 years = 0 points 2 years up to 3 years = 2 points 3+ years up to 4 years = 3 points 4+ years up to 5 years = 4 points More than 5 years = 5 points		
R8.6	The Contractor should demonstrate that the proposed resource has experience in ***reverse engineering*** legacy software applications created in one or more of the following: • COBOL (Mainframe) • C/C++ • J2EE Note: A qualifying project will have a minimum duration of six (6) months.	**5**	Less than 1 year = 0 points More than 1 year = 5 points		

Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R8.7	The Contractor should demonstrate that the proposed resource has experience developing and deploying applications using AWS Developer tools.	**4**	Less than 1 year = 0 points 1 year up to 3 years = 2 points More than 3 years = 4 points		
R8.8	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.	**5**	No Degree/Diploma = 0 points Degree/Diploma = 5 points		
MAX. AVAILABLE POINTS		**80**			
MIN. POINTS REQUIRED		**52**			

I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R9.1	The Contractor should demonstrate that the proposed resource has experience in excess of the mandatory minimum 5 years requirement in M9.1 performing all of the following activities: • Using methodologies from Machine Learning, Deep Learning and Artificial Intelligence; • Applying Machine Learning using diverse types of data, diverse data sources and different types of learning models. • Developing queries to isolate data with high value within a Data Warehouse, Data Mart or Data Lake; • Performing exploratory data analysis, rapid prototyping and presenting creative ideas to exploit data to drive deeper insights and business value; • Providing proactive data analysis of large structured and unstructured datasets involving a wide range of systems across multiple disparate data sets; and • Developing data analytic / visualization plans to support high-quality, fact-based business decisions	**20**	5+ years up to 6 years = 5 points 6+ years up to 7 years = 10 points 7+ years up to 8 years = 15 points More than 8 years = 20 points		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	Note: A qualifying project will have a minimum duration of six (6) months				
R9.2	The Contractor should demonstrate that the proposed resource has experience in excess of the mandatory minimum 5 years requirement in M9.2 performing five or more of the following activities: • Working with scalable data platforms such as; Power BI, Hadoop, Spark, Redshift, NoSQL (dynamoDB / MongoDB); • Building the tools and supporting data structures needed to analyze data and perform data cleansing activities; • Determining problematic issues with data and proposing feasible resolutions; • Organizing, mapping, analyzing numerous data sets to incorporate them into one centralized data repository; • Performing exploration of data, including analysis, mining of correlations and result verification; • Developing and deploying solutions that addressed data aggregation challenges, including data being distributed across numerous databases or sources; and • Developing and implementing strategies	**20**	5+ years up to 6 years = 5 points 6+ years up to 7 years = 10 points 7+ years up to 8 years = 15 points More than 8 years = 20 points		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Name of proposed Resource: ___________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	for data enrichment Note: A qualifying project will have a minimum duration of six (6) months.				
R9.3	The Contractor should demonstrate that the proposed resource has experience within the last ten (10) years developing and testing custom algorithms and mathematical models as required to solve unique business challenges: Note: A qualifying project will have a minimum duration of six (6) months.	**20**	Less than 2 years = 0 points 2 years up to 5 years = 5 points 5+ years up to 6 years = 10 points 6+ years up to 7 years = 15 points More than 7 years = 20 points		
R9.4	The Contractor should demonstrate that the proposed resource has experience within the last ten (10) years performing the following tasks: • Developing strategies to develop and filter data sets related to macroeconomic models within Data Lakes; and • Developing visualizations relating to macroeconomic models. Note: A qualifying project will have a minimum duration of six (6) months.	**20**	Less than 2 years = 0 points 2 years up to 5 years = 5 points 5+ years up to 6 years = 10 points 6+ years up to 7 years = 15 points More than 7 years = 20 points		
R9.5	The Contractor should demonstrate that the proposed resource has experience within the last ten	**20**	Less than 2 years = 0 points 2+ years up to 5 years = 5 points		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	(10) years performing the following tasks: • Developing strategies to develop and filter large (greater than 250GB) data sets for reports and analysis; • Designing data transformation routines to be performed on data sources being ingested; and • Performing data extract and load operations as required Note: A qualifying project will have a minimum duration of six (6) months.		5+ years up to 6 years = 10 points 6+ years up to 7 years = 15 points More than 7 years = 20 points		
R9.6	The Contractor should demonstrate that the proposed resource has completed or obtained: A post-graduate diploma, post-graduate certificate or industry certification related to any of the following: - Data Science; - Machine Learning - Artificial Intelligence - Natural Language Programming The Contractor should include a copy of the diploma(s) or certificate(s).	**10**	No diploma/certificate = 0 points 1+ post-graduate diploma/certificate = 10 points		
MAX. AVAILABLE POINTS		**110**			
MIN. POINTS REQUIRED		**71**			

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I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
R10.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.	**5**	No Degree/Diploma = 0 points Degree/Diploma = 5 points		
R10.2	The Contractor should demonstrate that the Proposed Resource has experience architecting and migrating **Production** data into a cloud environment designed to meet any of the following security control profiles: - the Government of Canada Protected B Medium integrity Medium availability (PBMM) Profile. - FEDRAMP Moderate or High Level	**20**	Less than 1 year = 0 points 1 year up to 3 years = 8 points 3+ years up to 4 years = 14 points More than 4 years = 20 points		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Name of proposed Resource: ___________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	• ISO 27001, ISO 27017 and ISO 27018 Note: A qualifying project will have a minimum duration of six (6) months				
R10.3	The Contractor should demonstrate that the Proposed Resource has: One or more of the following certifications: • Azure Solutions Architect Expert • Amazon Solutions Architect Associate • Professional Cloud Architect (GCP) A copy of the certificate(s) should be provided.	**10**	0 certification = 0 points 1 or more certifications = 10 points		
R10.4	The Contractor should demonstrate that the Proposed Resource has additional experience, in excess of the minimum of five (5) years of demonstrated experience as per Mandatory Criteria M10.3, performing all of the following tasks: • Developing and planning data migration strategies for secure application migrations to the cloud; • Designing and building solutions and/or use appropriate tools to migrate existing applications and their databases from an in-premise database	**20**	5+ years up to 6 years = 12 points 6+ years up to 7 years = 16 points More than 7 years = 20 points		

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Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3 Name of proposed Resource: ____________________					
#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	environment to a secure cloud environment; • Developing data validation approach, test plan, scenarios and scripts as necessary to demonstrate completeness, integrity and security of the migrated data to the cloud; and • Performing post-migration activities. Note: A qualifying project will have a minimum duration of six (6) months				
R10.5	The Contractor should demonstrate that the proposed resource has experience using AWS online and offline Data Migration tools.	8	Less than 1 year = 0 points 1 year up to 3 years = 2 points 3+ years up to 4 years = 4 points 4+ years up to 5 years = 6 points More than 5 years = 8 points		
MAX. AVAILABLE POINTS		**63**			
MIN. POINTS REQUIRED		**40**			

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C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Name of proposed Resource: ___________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R11.1	The Contractor should demonstrate that the Proposed Resource has system administrative, design, development or support experience in the following areas: • Public Cloud Infrastructure • Secure Application Development • Virtual Networking • Big Data • Cloud Security Note: A qualifying project will have a minimum duration of six (6) months and can be used to demonstrate more than one area.	**10**	For each area: Less than 1 year = 0 points More than 1 year = 2 points		
R11.2	The Contractor should demonstrate that the Proposed Resource has experience analyzing security event logs from operating systems, intrusion detection systems, network, and remote access solutions Note: A qualifying project will have a minimum duration of three (3) months	**10**	Less than 1 year = 0 points 1 year up to 3 years = 2 points 3+ years up to 5 years = 5 points More than 5 years = 10 points		
R11.3	The Contractor should demonstrate that the Proposed Resource has experience testing web and/or mobile application security for the **OWASP Top 10** Most Critical Application Security Risks and providing assistance and	**20**	Less than 1 year = 0 points 1 year up to 3 years = 10 points		

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
	guidance to developers to ensure a high level of application security. Note: A qualifying project will have a minimum duration of three (3) months		3+ years up to 5 years = 15 points More than 5 years = 20 points		
R11.4	The Contractor should demonstrate that the Proposed Resource has experience performing Vulnerability Assessments and Penetration Testing for public Cloud-based environments, services or solutions including the following activities: • Conducting thorough vulnerability scans and penetration testing to identify vulnerabilities that may leave the organization or data open to threats or theft; and • Producing an actionable and prioritized list of deficiencies with explanations and technical recommendations Note: A qualifying project will have a minimum duration of 20 days.	**30**	3 points per project		
R11.5	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related	**10**	No Degree/Diploma = 0 points Degree/Diploma = 10 points		

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Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Name of proposed Resource: ______________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.				
MAX. AVAILABLE POINTS		**80**			
MIN. POINTS REQUIRED		**52**			

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

______________________________	______________
Print name of authorized individual & sign above	Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

______________________________	______________
Print name of authorized individual & sign above	Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

______________________________	______________
Print name of authorized individual & sign above	Date

4. CERTIFICATION OF LANGUAGE - [English or Bilingual or French]

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are

[Option 1 - Unilingual English] fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

[Option 2 - Bilingual] fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

[Option 3 - Unilingual French] fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

APPENDIX E TO ANNEX A
GLOSSARY OF DEFINITIONS

Term	Context
Analytic Pipeline	An analytic pipeline is a tool for collecting data from applications and various other sources, could include a transformational or cleansing step, could include some further processing or matching and then subjecting the data to analysis in order to produce a result within a certain timeframe. This is done separately from the production applications in order to avoid degradation in performance.
AWS	Amazon Web Services Amazon Web Services is a subsidiary of Amazon that provides on-demand cloud computing platforms and APIs to individuals, companies, and governments, on a metered pay-as-you-go basis.
Border Gateway Protocol BGP	Border Gateway Protocol is a standardized exterior gateway protocol designed to exchange routing and reachability information among autonomous systems on the Internet. The protocol is classified as a path vector protocol. Source: Wikipedia
Canadian academic credentials assessment	An Educational Credential Assessment is a statement of the general comparability of international educational credentials to a completed Canadian educational credential. The Canadian Information Centre for International Credentials (CICIC) assists persons who wish to obtain an assessment of their educational, professional, and occupational credentials by referring them to the appropriate organizations.
Configuration[1]	Configuration is the arrangement, relationships and customizations of hardware and/or software components that make up a computer system to enable the system to perform its intended use based on given requirements.
Configuration[2]	Configuration is the activity of arranging and/or customizing the hardware and/or software components that make up a computer system to enable the system to perform its intended use based on given requirements.
Elastic Computing	Concept in cloud computing in which computing resources can be scaled up and down easily by the cloud service provider. Elastic computing is the ability of a cloud service provider to provision flexible computing power when and wherever required. The elasticity of these

Term	Context
	resources can be in terms of processing power, storage, bandwidth, etc. Source: Techopedia
Enterprise-Class	Enterprise-class refers to applications or infrastructure services that are designed to be robust and scalable across a large organization. Gartner defines Enterprise-class as the ability of a given tool or product to handle complex processes or services. Further characteristics include: Open and compatible with existing databases and tools; Powerful enough to scale up along with the needs of the business using it; Secure from outside threats and data leaks.
Enterprise Cloud Security Solution	An Enterprise Cloud Security Solution is a comprehensive and unified suite of third-party configurable tools and practices that secure cloud-based network infrastructure, applications, connectivity, communications and data through native integration, heterogeneous protection, automation and management (policies, controls and visibility). They are specifically designed for cloud deployment and provide maximum security with minimal overhead. They support various operating environments including High Availability and auto-scaling. They provide automated threat monitoring, recognition and response.
Enterprise Solution	Enterprise solutions are designed to integrate multiple facets of a company's business through the interchange of information from various business process areas and related databases. These solutions enable companies to retrieve and disseminate mission-critical data throughout the organization, providing managers with real-time operating information. Source: Gartner
GCP	Google Cloud Platform Google Cloud Platform is a suite of public cloud computing services offered by Google. The platform includes a range of hosted services for compute, storage and application development that run on Google hardware.
High Availability Highly Available	High availability (HA) is the ability of a system or system component to be continuously operational for a desirably long length of time.

Term	Context
(HA)	… Availability experts emphasize that, for any system to be highly available, the parts of a system should be well-designed and thoroughly tested before they are used. Since a computer system or a network consists of many parts in which all parts usually need to be present in order for the whole to be operational, much planning for High Availability centers around backup and failover processing and data storage and access. Source: TechTarget At CBSA, the operational measure for High Availability is 99% 24/7 365 days a year.
Hybrid Cloud	Hybrid cloud is a cloud computing environment that combines on-premises and public cloud infrastructures. There are multiple approaches to architecting a hybrid cloud. They include: • Hybrid cloud management software (centralized management of both on-premises and public cloud infrastructure and applications); • Vendor-native hybrid cloud – extending either the on-premises footprint to the public cloud or vice versa, and to connect public cloud resources with a data center. • Platform as a service (PaaS) – an application development platform for developers to write custom applications without provisioning the underlying infrastructure they need to run. Source: Networkworld.com
Implement Implementation	In computer science, an implementation is a realization of a technical specification or algorithm as a program, software component, or other computer system through computer programming and deployment. In this context, to *implement* is the employing of techniques such as installing/injecting, configuring and/or developing the requirement and also deploying it successfully (operating without defects) into Production use. Source: Wikipedia
"Lift-and-Shift" or Rehost/Rehosting	Cloud migration approach which involves taking the entire application from its old infrastructure and moving it to the Cloud, involving no change, or with only very minor changes, or adjustment to the code.

Term	Context
	Rehosting is also known as lift-and-shift: you lift the code out of an environment and shift it to another. Source: DZone.com
Next-Generation Firewall NextGen Firewall	Next-generation firewalls are a class of firewall that are implemented in either software or hardware and are capable of detecting and blocking complicated attacks by enforcing security measures at the protocol, port and application level. The difference between a standard firewall and next-generation firewalls is that the latter performs a more in-depth inspection and in smarter ways. Next-generation firewalls also provide additional features like active directory integration support, SSH and SSL inspection, and malware filtering based on reputation. Source: Techopedia
OWASP Top 10	The OWASP Top 10 is a powerful awareness document for web application security. It represents a broad consensus about the most critical security risks to web applications. Project members include a variety of security experts from around the world who have shared their expertise to produce this list. Source: OWASP
Public Sector Organization	For the purpose of this procurement, a ***public sector organization*** is defined as any Department, Agency or Crown Corporation of the Canadian or U.S. Federal Governments, Canadian Provincial or U.S. State Governments, Municipal governments (representing Pop. 1+ Million).
Refactor/Refactoring	Cloud migration approach which involves a complete re-architecting of the app to better suit the new cloud environment. This often involves modifying the app itself and a large chunk of its code to better take advantage of cloud-based features and the extra flexibility that comes with them. Refactoring is a complex and resource-intensive process which requires a lot of time to complete. Source: DZone.com
Replatform/Re-platforming	Cloud migration approach which is similar to re-hosting in that the code is not altered excessively. However, re-platforming involves some modification for the purpose of taking advantage of the new cloud infrastructure. Some modifications could include: modifying the way the app interacts with the database to benefit from automation and a more

Term	Context
	capable database infrastructure; adding new features to enable better scaling and allow the app to benefit from the reserved resources of your cloud environment; or integrating the app with native features of the Cloud while keeping code modifications at a minimum. Source: DZone.com
Reverse engineering	Reverse engineering is "the process of analyzing a subject system to identify the system's components and their interrelationships, and to create representations of the system in another form or at a higher level of abstraction", where the "subject system" is the end product of software development. Reverse engineering is a process of examination only. There are two components in reverse engineering: re-documentation and design recovery. Re-documentation is the creation of new representation of the computer code so that it is easier to understand. Meanwhile, design recovery is the use of deduction or reasoning from general knowledge or personal experience of the product in order to fully understand the product functionality. Source: Wikipedia

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ANNEX B

BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period

(August 4, 2020 to August 3, 2023)

Resource Category	**Level of Expertise**	**Firm Per Diem Rate**		
		Year 1	**Year 2**	**Year 3**
I.6 Network Analyst	Level 3	[redacted]	[redacted]	[redacted]
I.7 Platform Analyst	Level 3	[redacted]	[redacted]	[redacted]
I.9 System Administrator	Level 3	[redacted]	[redacted]	[redacted]
I.10 Technical Architect	Level 3	[redacted]	[redacted]	[redacted]
I.11 Technology Architect	Level 3	[redacted]	[redacted]	[redacted]
B.2 Business Architect	Level 3	[redacted]	[redacted]	[redacted]
A.1 Application/Software Architect	Level 3	[redacted]	[redacted]	[redacted]
A.7 Programmer/Analyst	Level 3	[redacted]	[redacted]	[redacted]
I.1 Data Conversion Specialist (Cloud Data Scientist)	Level 3	[redacted]	[redacted]	[redacted]
I.1 Data Conversion Specialist (Cloud Data Migrations)	Level 3	[redacted]	[redacted]	[redacted]
C.11 IT Security Vulnerability Analysis Specialist (Cloud)	Level 3	[redacted]	[redacted]	[redacted]

OPTION PERIODS:

Option Period 1

(August 4, 2023 to August 3, 2024)

Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
I.6 Network Analyst	Level 3	[redacted]
I.7 Platform Analyst	Level 3	[redacted]
I.9 System Administrator	Level 3	[redacted]

I.10 Technical Architect	Level 3	[redacted]
I.11 Technology Architect	Level 3	[redacted]
B.2 Business Architect	Level 3	[redacted]
A.1 Application/Software Architect	Level 3	[redacted]
A.7 Programmer/Analyst	Level 3	[redacted]
I.1 Data Conversion Specialist (Cloud Data Scientist)	Level 3	[redacted]
I.1 Data Conversion Specialist (Cloud Data Migrations)	Level 3	[redacted]
C.11 IT Security Vulnerability Analysis Specialist (Cloud)	Level 3	[redacted]

Option Period 2 **(August 4, 2024 to August 3, 2025)**		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
I.6 Network Analyst	Level 3	[redacted]
I.7 Platform Analyst	Level 3	[redacted]
I.9 System Administrator	Level 3	[redacted]
I.10 Technical Architect	Level 3	[redacted]
I.11 Technology Architect	Level 3	[redacted]
B.2 Business Architect	Level 3	[redacted]
A.1 Application/Software Architect	Level 3	[redacted]
A.7 Programmer/Analyst	Level 3	[redacted]
I.1 Data Conversion Specialist (Cloud Data Scientist)	Level 3	[redacted]
I.1 Data Conversion Specialist (Cloud Data Migrations)	Level 3	[redacted]
C.11 IT Security Vulnerability Analysis Specialist (Cloud)	Level 3	[redacted]

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(Provided under separate cover)

[illegible] the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. N° de l'autorisation de tâches (AT) :	Commitment No. N° de l'engagement :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(s) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage n/a

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contractaur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / N° du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif
0					$0.00
0					$0.00
				Estimated Cost / Coût estimatif	**$0.00**
				Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie	$0.00
				Total Estimated Cost / Coût total estimatif	**$0.00**

Check applicable Basis of Payment / Cocher la Base de Paiement applicable : Maximum Price / Prix Maximum : ☐ Firm Price / Prix Ferme : ☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $150,000. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est 150,000 $. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation

Name of Technical Authority / Nom de l'autorité techni Date

Name of Contracting Authority / Nom de l'autorité contractante Date

Signature

Signature

Name of the representative
Nom du représentant du Ministère
Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

CBSA - Disclosed under the Access to Information Act
ASFC - Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada   Gouvernement du Canada

Contract Number / Numéro du contrat 1000348132
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA	2. Branch or Directorate / Direction générale ou Direction: ISTB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

TBIPS Cloud B Engineering Professional Services over $2 Million

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	☑ No / Non	☐ Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	☑ No / Non	☐ Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	☐ No / Non	☑ Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	☑ No / Non	☐ Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	☑ No / Non	☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
☑	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada		NATO / OTAN		Foreign / Étranger	
PROTECTED A / PROTÉGÉ A	☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	☐	PROTECTED A / PROTÉGÉ A	☐
PROTECTED B / PROTÉGÉ B	☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	☐	PROTECTED B / PROTÉGÉ B	☐
PROTECTED C / PROTÉGÉ C	☑	NATO CONFIDENTIAL / NATO CONFIDENTIEL	☐	PROTECTED C / PROTÉGÉ C	☐
CONFIDENTIAL / CONFIDENTIEL	☑	NATO SECRET / NATO SECRET	☐	CONFIDENTIAL / CONFIDENTIEL	☐
SECRET / SECRET	☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET	☐	SECRET / SECRET	☐
TOP SECRET / TRÈS SECRET	☐			TOP SECRET / TRÈS SECRET	☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐

COMMON-PS-SRCL#19

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
1000348132
Security Classification / Classification de sécurité
UNCLASSIFIED

PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ______________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) [illegible] repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment ☑ Non ☐ Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

[illegible] the Access to Information Act
ATIP - Divulgation en vertu de la loi sur l'Accès à l'information.

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PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Ch-34 - Indicates ... the Access to Information Act
ATIP - Divulgation en vertu de la loi sur l'Accès à l'information.

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Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Antonio Utano		Title - Titre Ex. Dir. BASD	Signature
Telephone No. - N° de téléphone 613.858.4710 / 819.271.5129	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel antonio.utano@cbsa-asfc.gc.ca	Date 2019.07.15

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Pedro Lobo		Title - Titre Sr. Sec Advisor	Signature
Telephone No. - N° de téléphone 343-291-7744	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel [illegible]	Date July 16/19

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? [✓ ☐ No / Non] ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Mansour, Silvana Digitally signed by Mansour, Silvana Date: 2020.03.13 11:11:02 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques O DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques O Date: 2017.07.02 [illegible]
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
Terrasses de la Chaudière 5th Floor
10 Wellington Street
Gatineau
Quebec
K1A 0S5

CONTRACT - CONTRAT

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
131585366PG0003
BDO CANADA LLP
180 Kent Street
Suite 1700
Ottawa
Ontario
K1P0B6
Canada

Title - Sujet
TSPS-Business Consulting-Stream 2&3

Contract No. - N° du contrat
47419-218907/001/ZQ

Date
2020-09-11

Client Reference No. - N° de référence du client
1000348907

Requisition No. - N° de la demande
47419-218907

File No. - N° de dossier
020zq.47419-218907

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
B329A, G/L 74425
cost center 192070000

GST/HST
TPS/TVH
☐

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
St-Louis, Robin

Buyer Id - Id de l'acheteur
020zq

Telephone No. - N° de téléphone
(613) 858-6185 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$14,746,500.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

7.1.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Additional Resources Process

1. The Project Authority will provide the Contractor with the request via email to acquire additional resource(s).
2. The request to acquire additional resource(s) will contain details such as, the number of required additional resource(s), the preferred start date and a description of the major tasks to be performed.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the qualifications and experience of the proposed additional resource(s). Each additional resource(s) will be assessed against the flexible grid criteria and point rated criteria as applicable, at Appendix 1 of the Statement of Work in Annex A. If the required number of additional resource(s) cannot be fully met by the Contractor, the required resources will be procured using another method of procurement.

7.1.3 Task Authorization

A. Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;

3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex E Task Authorization Form. An authorized TA is a completed Annex E signed by the TA Authority.

C. TA Authority and Limit

[redacted]

H. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means a fixed amount of $5,000.00.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph I.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

I. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:

- the TA revision number;
- the date the revision to the task was authorized;
- the authorized increase or decrease (Applicable Taxes extra);
- the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

J. Administration of the TA Process – Canada Border Services Agency

The administration of the TA process will be carried out by CBSA. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines /standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.3 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex F, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.3 Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: Common-PS-SRCL #19

7.3.1 The following security requirement (SRCL and related clauses provided by the Contract Security Program apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of Secret, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Reliability Status, Confidential** or **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor/Offeror must not remove any protected/classified information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor/Offeror must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex
    b. Industrial Security Manual (Latest Edition)

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from September 11, 2020 to September 10, 2023.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:
Name: Robin St-Louis
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington Street, 5th Floor
Phone: 613-858-6185
E-mail address: robin.st-louis@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:
Name: Diane Daly
Title: Senior Officer
Canada Border Services Agency
Phone: 343-291-6461
E-mail address: diane.daly@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:
Name:
BDO Canada LLP
Phone:
E-mail address:

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Authorized TA

Firm Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm lot price specified in the authorized TA, determined in accordance with the basis of payment in Annex A. Customs duties are included and applicable taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work specified in the authorized TA, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work specified in the authorized TA.

TA subject to a Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex A to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

(a) when it is 75 percent committed, or

(b) four (4) months before the final delivery date specified in the authorized TA, or

(c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.2 Canada's Total Liability

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $13,050,000.00. Customs duties are included and the applicable taxes are extra.

Document released under the Access to Information Act
Document divulgué en vertu de la Loi sur l'accès à l'information.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 7.6.1, TA subject to a Limitation of Expenditure],

whichever comes first.

D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.3 Method of Payment

The following methods of payment will form part of the authorized TA

Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b. all such documents have been verified by Canada;

c. the Work delivered has been accepted by Canada.

Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b. all such documents have been verified by Canada;

c. the Work performed has been accepted by Canada.

7.6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department

7.6.5 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

a. Direct Deposit (Domestic and International);

7.6.6 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

   Each invoice must be supported by:

   a. a copy of time sheets to support the time claimed;

   b. a copy of the release document and any other documents as specified in the Contract;

   c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

   d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

   a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
   OR

   b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.8 Certifications and Additional Information

7.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the Federal Contractors Program (FCP) for employment equity

"FCP Limited Eligibility to Bid List" available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

(a) the Articles of Agreement;
(b) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;
(d) Annex A, Statement of Work;
(e) Annex B, Basis of Payment;
(f) Annex C, Security Requirements Check List;
(g) Annex D, Insurance Requirements;
(h) the signed Task Authorizations (including all of its annexes, if any); and
(i) the Contractor's bid dated July 21, 2020.

7.11 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.12 No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure of government offices or there are enhanced measures to restrict access to government premises and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.
If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

ANNEX A, STATEMENT OF WORK

1.0 Title: Business, Leadership and Change Management Professional Services for Canada Border Services Agency - National Capital Region (NCR)

2.0 Objective

The Information, Science and Technology Branch (ISTB) of the Canada Border Services Agency (CBSA) requires a variety of business consulting, risk management and project leader professional resource services. These professional services must facilitate Government of Canada business processes, strategic planning requirements, change management initiatives and benefits management opportunities to be integrated into ISTB's business and strategic planning requirements.

The purpose of these services is to augment capacity in the planning and execution of departmental Information Management/Information Technology (IM/IT) initiatives managed by the Information, Science and Technology Branch (ISTB) team on an as and when required basis. The specific work involves providing key support, knowledge, recommendations and strategic planning for senior leadership for new and ever evolving business requirements.

These professional services are required to provide expert level advice, support and thought leadership in specific programs interdepartmentally and with other stakeholders accountable for IM/IT initiatives. This includes, but is not limited to, implementation suggestions, identification of road maps for way forward, expertise/guidance on evolving mandates and risk initiatives, provide resource capacity measurement, business case development, project guidance, change management to support CBSA's renewal and professional services on critical business requirements on an as and when required basis. This will ensure a third party independent view required to provide feedback, monitoring and expertise/recommendations to ensure the strategic component of projects and business initiatives progresses as required.

3.0 Background

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications.

ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives. Currently, CBSA, including CBSA is going through an agency wide reorganization. This requires extensive business and project management expertise. As the development of the branch begins, work on a client support model is just beginning. The evolution of this branch includes developing a new reorganization and change management model to be integrated with other divisions in the agency.

Working with various partners, e.g. Treasury Board Secretariat (TBS), Canada Revenue Agency CRA, and SSC, CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on time, on budget and in accordance with objectives. CBSA is seeking business professional services on an as and when required basis to provide critical key support for these initiatives.

4.0 Scope of the Work

The Contractor must provide risk management and business consulting professional services on an as and when required basis in the National Capital Region (NCR) as initiated through Task Authorizations. Projects may be in any of the following stages: inception, identification, in the midst of work, proof of concept, pilot, or delivery using traditional and agile methodologies.

The Requirement is for Business Consulting with experience in Government of Canada policies and directives, project management methodologies, processes and relevant frameworks. Business process re-engineering will move manual processes for each project to more standardized risk-based processes and project alignment. Identification, development and implementation of new frameworks, policies, standards and other business best practices will be required.

ISTB would like to integrate benefits management into its project management practices through frameworks, strategies and processes as appropriate. Benefits management is a practice used to track and manage the benefits identified through the delivery of projects, by defining the program and operational key performance indicators (KPI's), understanding and standardizing the data that drives the KPIs, learning from their evaluation and then optimizing the organization through change. The professional services required under this contract will include, but not be limited to the support and delivery of the changes required to enable the management of benefits in ISTB's project management environment including the monitoring of benefits.

The following resources are required for this contract.

Stream 2 – Business Consulting/Change Management Stream

2.1 – Business Analyst – Senior
2.3 – Business Consultant – Senior
2.8 – Business Architect - Senior

Stream 3 – Project Management Services Stream

3.2 – Project Manager - Senior
3.3 – Project Leader/Executive – Senior
3.6 – Risk Management Specialist – Senior

5.0 Tasks

The Contractor must provide support for business consulting, change management and project executive professional services on an as and when required basis as initiated through Task Authorizations (TAs).

Tasks will include, but not be limited to the following:

Business Analyst

The required services may include, but are not limited to the following:

- Advising Senior Management on a range of issues affecting the organization's ability to achieve the project's business objectives
- Identifying opportunities for organizational improvement
- Assisting in the prioritization and assignment of organizational improvements
- Developing and/or implementing an organizational improvement plan, business plan, policies and standards

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- Making recommendations and providing advice for improvements and assisting in developing solutions, scenarios and implementing recommendations
- Preparing and presenting findings, 30and other relevant matters
- Collecting and analyzing information and presenting findings on complex issues, carrying out or coordinating research as required and preparing reports
- Identifying and researching best practices
- Processing problems into solutions or new opportunities/initiatives
- Analyzing, advising on, and implementing business processes, strategies and functions
- Advising on business decisions
- Preparing and advising on contracts structure and enforcement
- Leading and managing various business systems and process improvements (for example, initiating redesign to promote increased efficiencies and reduce overall costs, implementing improvements to automation of process)
- Recognizing market factors and adapting business decisions to the context of the organization's sector and industry
- Implementing and advising on measures to mitigate risk
- Facilitating **Joint Application Development (JAD)** session and acting as facilitator during workshops
- Translating the business requirements into System/Functional requirements
- Analyzing and documenting the business requirements and delivering work products through the life cycle
- Assessing the organization's capacity/capability to undertake and successfully deliver t an initiative or a change
- Consulting stakeholders (individually or by means of facilitating group sessions) to identify comprehensive business requirements
- Documenting business requirements for all stakeholders
- Providing support in analyzing, evaluating and controlling risks, especially related to requirements
- Managing the implementation of an organizational improvement plan to identify, analyze, plan, track and control organizational improvements on a continuous basis; and
- Performing Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis when producing a business case to determine whether further investment in a project is warranted.

Business Consultant

The required services may include, but are not limited to the following:

- Specifying the organization's objectives, developing policies, standards and plans to achieve objectives
- Advising Senior Management on a range of issues affecting the organization's ability to achieve the business objectives
- Identifying opportunities for, assisting in the prioritization of, and assignment of organizational improvement
- Developing and/or managing the implementation of an organizational improvement plan to identify, analyze, plan, track and control organizational improvements on a continuous basis
- Making recommendations and providing advice for improvements and assisting in developing solutions and implementing recommendations
- Collecting and analyzing information and presenting findings on complex issues, carrying out or coordinating research as required and preparing reports
- Defining and producing business requirement document
- Coaching on business
- Assisting stakeholders with understanding their strategic goals

- Analyzing stakeholder's business objectives and recommending and developing solutions to address their business problem
- Implementing and evaluating cross-functional decisions that will enable an organization to achieve its objectives
- Assessing the organization's capacity/capability to undertake and successfully deliver an initiative or a change
- Defining, developing and implementing business strategies and plans
- Examining the link between the goals of the organization and how the work is performed to achieve those objectives at strategic and operational levels
- Processing problems into solutions or new opportunities/initiatives, identifying and researching best practices
- Performing Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis; and
- Developing Mission and Vision statements.

Business Architect

The required services may include, but are not limited to the following:

- Developing policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of data, human resources, communication facilities and management responsibilities
- Conducting an assessment of the project's business architecture, process and performances
- Recommending changes to improve operational performance
- Ensuring consistency and integration with the organization's and government architectures and business strategies
- Evaluating the feasibility of the architecture and technologies related to a business change
- Developing principles of operation and concept of operations
- Identifying risks associated with the architecture and technologies and recommending risk mitigation
- Advising Senior Management on trends and emerging technologies and their impact on the organization's and government architectures and business strategies
- Recommending alternative solutions, methodologies and strategies
- Assisting in the prioritization and assignment of architectural improvements
- Managing the development and implementation of an architectural improvement plan; and
- Coaching, mentoring and training the organization on business architecture.

Project Manager

The required services may include, but are not limited to the following:

- Planning and coordinating project management activities including financial, planning and contracting aspects
- Planning and organizing a project management office
- Giving briefings on progress and concerns of project
- Coordinating and preparing documentation in response to scheduled and unscheduled reports, returns and observations to update management on project progress
- Planning and coordinating the activities of project personnel, internal customers, contractors and other support providers
- Preparing formal work breakdown structure and compliance charts
- Producing draft plans and sections for incorporation into the Project Implementation Plan

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- Preparing draft evaluation plans, criteria and evaluation schedules
- Developing, planning, analyzing, evaluating and prioritizing deliverables and requirements
- Defining and documenting development team objectives
- Determining and obtaining budgetary requirements, composition, roles, responsibilities and terms of reference for the team
- Planning, directing and controlling the activities of a project team within scheduled time and cost parameters
- Monitoring the design, implementation and operations start up of the project against established goals, objectives and milestones
- Reporting progress of the project on an ongoing basis and at scheduled points in the life cycle
- Meeting with stakeholders and other project managers and stating problems in a form capable of being solved
- Preparing plans, charts, tables and diagrams to assist in analyzing or displaying problems
- Working with a variety of project management tools
- Formulating and managing project plans by defining deliverables, identifying key milestones, reviewing project progress, and engaging in ongoing risk management
- Coordinating and directing project team(s) in order to meet project objectives for content, quality, costs, and schedules
- Ensuring management staff is provided with timely and accurate project information and status updates
- Developing project control and reporting procedures and managing changes in operational plan
- Conducting post project reviews/lessons learned
- Contributing to the organization's strategic and business planning initiatives (for example, identifying strategic goals and objectives and implementing initiatives to achieve them, Policy Development, Standards Development and Program Review)
- Assuming leadership at the appropriate phases of planning, action, and evaluation
- Recognizing and taking action on opportunities to combine professional resources through partnering arrangements (for example, multi-disciplinary practices)
- Contributing to development of organizational vision and mission; and
- Coordinates, drafts and prepares for signature formal project documents and reports.

Project Leader/Executive

The required services may include, but are not limited to the following:

- Assessing the organization's capacity/capability to undertake and successfully deliver a project in the context of the overall program or portfolio program or portfolio priorities through strategic planning
- Advising Senior Management on a range of issues affecting the organization's ability to achieve the project's business objectives
- Assisting in the prioritization and assignment of projects within the program/portfolio
- Managing several Senior Project Managers, each responsible for an element of the project/program/portfolio and its associated team (for example project and financial management)
- Meeting with organizational executives to ensure all organizational (internal and external) stakeholders are committed to moving forward on the project (for example opportunity evaluation)
- Formulating statements of problems; establishing procedures for the development and implementation of significant, new or modified project, program or portfolio elements to solve these problems, and obtaining approval thereof
- Managing the implementation of a project/program/portfolio to identify, analyze, plan, track and control progress on a continuous basis

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- Making recommendations and providing advice for improvements and assisting in developing solutions and implementing recommendations (for example policy development and standards development)
- Preparing and presenting findings, status and other relevant matters
- Overseeing the development of a Project Business Case (for example business planning and program review)
- Managing Program changes in accordance with the change management process
- Motivating the team to ensure commitment to the program's objectives specifying the general requirements of the project
- Developing project alternatives and identifying their administrative, economic, and technical feasibility and practicality associated policy and organizational change requirements
- Planning, directing, and controlling the activities of a project team within scheduled time and cost parameters
- Producing overall project plans and obtaining approval of preliminary analysis
- Updating and providing briefings to upper management on progress and concerns of the project.

Risk Management Specialist

The required services may include, but are not limited to the following:

- Conducting risk assessments and evaluating potential risk and losses
- Identifying project and procurement risks
- Reviewing and auditing claims
- Recommending alternative solutions, methodologies and strategies for risk mitigation and management
- Assisting in prioritization and assignment of risks
- Assisting in the development and/or implementation of Risk Management Plans
- Developing and managing the implementation of Risk Management Plans (safety programs) to identify, analyze, plan, track, evaluate and control project risks on a continuous basis throughout the project life cycle
- Coaching, mentoring and training project teams in risk mitigation techniques
- Developing and implementing business continuity plans
- Developing crisis and emergency communication and/or management planning strategies
- Reviewing the organization's insurance and risk management programs and making recommendations regarding coverage improvements, administration, loss control and financing mechanisms
- Providing leadership and support to the design, implementation and evaluation of clients products/services performance measures, risk management and risk mitigation strategies
- Documenting process improvements
- Preparing reports for internal or external publication (Corporate Services, Policy, Communications)
- Liaising with and interviewing stakeholders, as required, to obtain, clarify and exchange information, in-order to co-ordinate and manage the Risk Assessment Process
- Identifying, confirming and documenting the risk tolerance for the process, project, program, or strategic risk and using this tolerance to guide all analysis, assessment and recommendations undertaken or produced
- Identifying, confirming and documenting the objectives and priorities specific to the process, project, program or strategic direction being assessed, feasibility studies
- Identifying relevant risks and opportunities (including, but not limited to, economic, political, operational, legal, reputation, technical, organizational, accounting, banking and social risks) that threaten the objectives and priorities

- Utilizing both quantitative and qualitative techniques, as appropriate, to assess the likelihood that a risk event will occur; and/or the impact if the risk event occurs
- Recommending a ranked-order for risks and opportunities identified
- Recommending and documenting suggested Risk Responses necessary to manage the likelihood and/or impact of the identified risks
- Performing Control Risk Assessments and analysis, which may include statistical sampling and analysis of existing controls
- Assisting with the on-going monitoring of risk and assisting with the implementation of risk response/mitigation strategies
- Preparing draft and finalized risk assessments, briefing notes, presentations and papers related to risk management, and developing and updating risk management plans; and
- Providing advice with respect to risk management best practices and providing guidance and direction to assist in managing risk.

5.1 Common Tasks for All Work Streams

Other common tasks may include, but are not limited to the following:

- Define scope and metrics for dashboards and scorecards
- Support the design, build, and operationalization of dashboards and scorecards and also consider ability to automate by leveraging existing and new technologies
- Support engagement with other sectors and peers as to dashboard requirements
- Design processes to ensure the sustainability and evolution of dashboards and other management tools
- Develop a performance management framework and define associated standards and tools

And in addition for all categories the tasks will include, but not be limited to the following:

- Planning and coordinating project management activities including planning/coordination/guidance and process aspects;
- Working with a variety of stakeholders, provide expert best practice advice/solutions for PMSL projects;
- Provision of documentation such as Statement of Requirements (SOR), project plans, feasibility reports, schedules, project management plans, risk management plans and lessons learned;
- Formulating and managing the project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing project progress against milestones, and engaging ongoing risk management;
- Developing and maintaining systems for the management and control of requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;
- Support of the Project Authority to oversee initiatives within CCSD and on various IM/IT initiatives;
- Support of the Project Authority to oversee the change management process for requirements;
- Provide monthly project progress reports;
- Conducting stakeholder meetings; and
- Working with project teams and other stakeholders, manage the requirements on projects.

On an as- and when-required basis, the key activities to be performed within any work stream may include:

1. Reviewing strategic documents and making necessary adjustments to target pain points and reduce barriers and challenges;

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2. Identifying potential changes in the technology service delivery environment, including partnership opportunities both within and outside ISTB;
3. Researching relevant organizations to identify leading practices and lessons learned related to modern border management;
4. Developing appropriate strategies, plans, recommendations, considerations, and tools and templates to improve service delivery;
5. Reviewing and aligning the necessary governance, processes, and procedures for effective service delivery – such as providing alignment to CBSA/ISTB Priorities, Integrated Business Plan (IBP), Investment Technology Plan (ITP),CBSA Operational Plan and DPR's.
6. Develop governance processes
7. Developing a roadmap for the future and documenting high-level implementation considerations and timeframe; and
8. Providing analysis and advice in the execution of activities.

6.0 Deliverables

The Contractor must provide the following deliverables as specified in the Task Authorization issued, which can include, but are not limited to:

- Benefits management strategy
- Benefits management performance monitoring strategy
- Cost Optimization Report
- End User Device Rationalization Implementation Plan
- Benefits management implementation plan
- TBS submissions
- Directives, templates, tools and other document necessary to perform benefits management
- Training and training material
- Senior Executive Reporting (such as Dashboards)/Scorecards
- Funding Tracking – Management Reports (Projects, funding and programs)
- Capacity planning report
- Risk assessment report
- Pilot and pilot report
- Completed templates/tools to be used as example
- Presentations and/or other communication products
- Guidance, advice and knowledge transfer reports and papers
- Significant accomplishments Report showing all activities completed during the previous period.
- Planned Activities Report showing all activities planned for the next period.
- Unplanned Activities showing all activities completed which were not planned for the period.
- Risks, Issues and Mitigation Report identifying all risks and issues, with probability of occurrence, impact, and measures applied to mitigate the risks.
- Monthly status report
- Business Cases
- Treasury Board Submissions
- Outcomes / Benefit Management Plans
- Independent Third Party Reviews
- Organizational Project Management Capacity Assessments
- Logic Model
- Performance Measurement Strategies

Project **gating deliverables** should adhere to the following standards:
https://www.canada.ca/en/treasury-board-secretariat/services/information-technology-project-management/project-management/guide-project-gating-it-enabled-projects.html

NOTE: Project Reviews should be in accordance with the TBS Handbook on Project Management Reviews at:
https://www.canada.ca/en/treasury-board-secretariat/services/information-technology-project-management/project-management/independent-reviewers-handbook.html

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) or Adobe PDF as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite or Adobe PDF latest version. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval and signature (as required).

7.0 Client Support

The Client will provide all documentation and information necessary for the Work.

8.0 Language Requirements

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

9.0 Work Location

The Contractor's resources will be required to work onsite at CBSA site offices or offsite in the National Capital Region (NCR), which will be identified in the Task Authorization.

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified databases or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From September 11, 2020 to September 10, 2023)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
Contract Period 1: From September 11, 2020 to September 10, 2021		
1a	2.1 Business Analyst - Senior	[redacted]
1b	2.4 Business Consultant – Senior	[redacted]
1c	2.8 Business Architect – Senior	[redacted]
1d	3.2 Project Manager - Senior	[redacted]
1e	3.3 Project Leader/Executive - Senior	[redacted]
1f	3.6 Risk Management Specialist - Senior	[redacted]

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
Contract Period 2: From September 11, 2021 to September 10, 2022		
2a	2.1 Business Analyst - Senior	[redacted]
2b	2.4 Business Consultant – Senior	[redacted]
2c	2.8 Business Architect – Senior	[redacted]
2d	3.2 Project Manager - Senior	[redacted]
2e	3.3 Project Leader/Executive - Senior	[redacted]
2f	3.6 Risk Management Specialist - Senior	[redacted]

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
Contract Period 3: From September 11. 2022 to September 10, 2023		
3a	2.1 Business Analyst - Senior	[redacted]
3b	2.4 Business Consultant – Senior	[redacted]
3c	2.8 Business Architect – Senior	[redacted]
3d	3.2 Project Manager - Senior	[redacted]
3e	3.3 Project Leader/Executive - Senior	[redacted]
3f	3.6 Risk Management Specialist - Senior	[redacted]

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Cost of Professional Fees: $13,050,000.00

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Period (From _____ to _______)

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
4	**Option Period 1: From expiry of Contract Period 3 to one year later**	
4a	2.1 Business Analyst - Senior	
4b	2.4 Business Consultant – Senior	
4c	2.8 Business Architect – Senior	
4d	3.2 Project Manager - Senior	
4e	3.3 Project Leader/Executive - Senior	
4f	3.6 Risk Management Specialist - Senior	

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
5	**Option Period 2: From expiry of Option Period 1 to one year later**	
5a	2.1 Business Analyst - Senior	
5b	2.4 Business Consultant – Senior	
5c	2.8 Business Architect – Senior	
5d	3.2 Project Manager - Senior	
5e	3.3 Project Leader/Executive - Senior	
5f	3.6 Risk Management Specialist - Senior	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

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ANNEX C, SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#19

Government of Canada　Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

5. a) Will the supplier require access to Controlled Goods? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des marchandises contrôlées?

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? ☐ No / Non ☑ Yes / Oui
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. ☑ No / Non ☐ Yes / Oui
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage? ☑ No / Non ☐ Yes / Oui
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A	☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	☐	PROTECTED A PROTÉGÉ A	☐
PROTECTED B PROTÉGÉ B	☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE	☐	PROTECTED B PROTÉGÉ B	☐
PROTECTED C PROTÉGÉ C	☑	NATO CONFIDENTIAL NATO CONFIDENTIEL	☐	PROTECTED C PROTÉGÉ C	☐
CONFIDENTIAL CONFIDENTIEL	☑	NATO SECRET NATO SECRET	☐	CONFIDENTIAL CONFIDENTIEL	☐
SECRET SECRET	☑	COSMIC TOP SECRET COSMIC TRÈS SECRET	☐	SECRET SECRET	☐
TOP SECRET TRÈS SECRET	☐			TOP SECRET TRÈS SECRET	☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'accès à l'information.

COMMON-PS-SRCL#19

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ____________________

NOTE : If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
1000 348907

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Tony Utano	Title - Titre Executive Director	Signature	
Telephone No. - N° de téléphone 613-958-4710	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel antonio.utano@cbsa-asfc.gc.ca	Date January 14, 2020

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Kavita Maharaj	Title - Titre Security Advisor	Signature MAHARAJ KAVITA	
Telephone No. - N° de téléphone 604-830-7764	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kavita.Maharaj@cbsa.gc.ca	Date January 21, 2020

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature StLouis, Robin	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.02 15:38:31 -05'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

ANNEX D, INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2.The Commercial General Liability policy must include the following:

a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
g. Employees and, if applicable, Volunteers must be included as Additional Insured.
h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
l. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice

234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

3.The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

4.If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

5.The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX E, TASK AUTHORIZATION FORM

Contract Number	At STEP 1 a: enter the PWGSC resulting contract number
Task Authorization (TA) Number	Instructions to the TA Authority: Enter the number here.

Contractor's Name and Address

Instructions to the TA Authority: Enter the name and address here.

Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:	$__________ Instructions to the TA Authority: Enter the amount here.

TA Revisions Previously Authorized

Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter $0.00. Add rows, as needed

TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.

New TA Revision

Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter $0.00.

TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	$__________ Instructions to the TA Authority: Enter the amount here, as applicable.

Contract Security Requirements (as applicable)

This task includes security requirements. At STEP 1 a): check the applicable boxes.

☐ No

☐ Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.

Remarks: At STEP 1 a), 2a) or 3. enter the remarks, if any, or enter : "N/A".

Required Work

Instructions to the TA Authority: The content of sections A, B, C and D below must be in accordance with the Contract. To view the instructions for Section A, click on the hyperlink.

SECTION A – Task Description of the Work Required Instructions for Section A

SECTION B – Applicable Basis of Payment Instructions for Section B

SECTION C - Cost Breakdown of Task Instructions for Section C

SECTION D- Applicable Method of Payment Instructions for Section D

Authorization - Authorization

By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de TPSGC ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet ______________________________

Signature ______________________________ Date ____________________

Name of PWGSC Contracting Authority -
Nom de l'autorité contractante de TPSGC ______________________________

Signature ______________________________ Date ____________________

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

____

Signature ______________________________ Date ____________________

ANNEX F, NON-DISCLOSURE AGREEMENT

I, ___________ , recognize that in the course of my work as an employee or subcontractor of ___________ , I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _______ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and ________ , including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: ________________

____

Signature

____

Date

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réce

Sign
Nam uthor
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

123861098PG0001
Veritaaq Technology House Inc.
1111 Prince of Wales Drive
Suite 100
Ottawa
Ontario
K2C3T2
Canada

Title - Sujet
Omnibus (BPA, B2B, CECP) IT Profess

Contract No. - N° du contrat
47419-251689/001/EL

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
1000341689

Date
2020-02-07

Requisition Reference No. - N° de la demande
47419-251689

File No. - N° de dossier
606el.47419-251689

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
16TH FLOOR
NORTH RIVER ROAD TW B
OTTAWA
Ontario
K1A0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Mansour, Silvana

Buyer Id - Id de l'acheteur
606el

Telephone No. - N° de téléphone
(613) 858-9935 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$30,000.00

Revised estimated cost
Coût révisé estimatif
$3,605,000.21

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre
Mansour, Silvana
Digitally signed by Mansour, Silvana
Date: 2020.02.07 13:22:19 -05'00'

Canada

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

This amendment number 001 is raised to increase the limitation of expenditures of contract to cover the costs for travel incurred in accordance with the terms and conditions of the contract and as authorized through the issuance of a Task Authorization.

At Page 1:

DELETE: The total estimated cost is: $3,575,000.21

INSERT: The total estimated cost is: $3,605,000.21

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

123861098PG0001
Veritaaq Technology House Inc.
1111 Prince of Wales Drive
Suite 100
Ottawa
Ontario
K2C3T2
Canada

Title - Sujet
Omnibus (BPA, B2B, CECP) IT Profess

Contract No. - N° du contrat
47419-251689/001/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000341689

Date
2020-03-06

Requisition Reference No. - N° de la demande
47419-251689

File No. - N° de dossier
606el.47419-251689

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
16TH FLOOR
NORTH RIVER ROAD TW B
OTTAWA
Ontario
K1A0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Mansour, Silvana

Buyer Id - Id de l'acheteur
606el

Telephone No. - N° de téléphone
(613) 858-9935 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$3,605,000.21

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

This amendment is raised to make some administrative changes as follows:

Under Article 2 - Task Authorization

DELETE

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by the SPMMD Representative; and

(ii) for any TA with a value greater than this amount, a TA must be signed by the SPMMD Representative and the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

INSERT:

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(iii) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by the Technical Authority and SPMMD Representative; and

(iv) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority, SPMMD Representative and the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

Under Article 7 - Authorities

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Eric Carrière
Title: Manager, Application Development
Common and Corporate Systems Division
Organization: Canada Boarder Services Agency
Address: 333 North River Road, Ottawa, ON K1A 0L8
Telephone: 343-291-5329
E-mail address: Eric.Carriere@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

ADD:

In his absence, the Technical Authority is:

Name: Sylvie Gingras
Title: Director, Common and Corporate Systems Division
Organization: Canada Boarder Services Agency
Address: 355 North River Road, Ottawa, ON K1A 0L8
Telephone: 343-291-5315
E-mail address: Sylvie.Gingras@cbsa-asfc.gc.ca

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

CONTRACT - CONTRAT

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
883746117PG0001
MGIS INC.
23 Ballyboy Street
Ottawa
Ontario
K2S2H1
Canada

Title - Sujet TSPS for CBSA's TPPD Projects	
Contract No. - N° du contrat 47419-178445/004/ZQ	**Date** 2017-07-06
Client Reference No. - N° de référence du client 1000328445	
Requisition No. - N° de la demande 47419-178445	
File No. - N° de dossier 002zq.47419-178445	**CCC No./N° CCC - FMS No./N° VME**
Financial Code(s) **Code(s) financier(s)** 1911-000-00 C-00027-01-01-07 8002 GSTHST	**GST/HST** **TPS/TVH** ✓
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH Included - Inclus	**Duty - Droits** Included - Inclus
Destination - of Goods, Services, and Construction: **Destination - des biens, services et construction:** CANADA BORDER SERVICES AGENCY 355 NORTH RIVER ROAD TOWER B OTTAWA ONTARIO K1A 0L8 Canada	
Invoices - Original and two copies to be sent to: **Factures - Envoyer l'original et deux copies à:** CANADA BORDER SERVICES AGENCY 355 NORTH RIVER ROAD TOWER B OTTAWA ONTARIO K1A 0L8 Canada	
Address Enquiries to: - Adresser toutes questions à: Lussier, Steven J.	**Buyer Id - Id de l'acheteur** 002zq
Telephone No. - N° de téléphone (873) 469-4827 ( )	**FAX No. - N° de FAX** (819) 956-2229
Total Estimated Cost - Coût total estimatif $5,000,000.00	**Currency Type - Devise** CAD
For the Minister - Pour le Ministre	

Canada

The following clauses and conditions apply to and form part of the contract.

1.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

1.1.1 Task Authorization

A. Work described at Annex A, Statement of Work will be performed under the Contract on an "as and when requested basis".

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex E Task Authorization Form. An authorized TA is a completed Annex E signed by the TA Authority.

C. TA Authority and Limit

The CBSA Authority may recommend individual TAs, inclusive of any revisions. CBSA Authority may approve the recommended TAs of which is Limitation of Expenditure up to a limit of $1,000,000.00, applicable Taxes included. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit, or any revisions to any previously authorized TA the applicable Contract basis of payment of which is firm lot price must be authorized by the PSPC Contracting Authority before issuance to the Contractor.

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs) not being exceeded.

E. Multiple contracts

As more than one contract has been awarded for this requirement of Work specified in the Statement of Work, in Annex A, a request to perform a task will be sent in accordance with paragraph F of this clause to the first ranked contractor in the Contractors' order of ranking listed below. in If that contractor confirms in writing that it is unable to perform the task as a result of previous commitments under one or more than one authorized TA, the request to perform a task will be forwarded to the next highest ranked contractor in the Contractors' order of ranking until another contractor in the ranking can perform the task. If no contractor in the ranking can perform the task, Canada reserves the right to acquire the required Work by other means. A contractor in the ranking may advise the Project Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more than one authorized TA and no request to perform a task will be sent to that contractor until that contractor has given notice in writing to the Project Authority and the Contracting Authority that it is available to perform additional tasks.

F. Task Authorization (TA) Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex E Task Authorization Form containing as a minimum:

- the task or revised task description of the Work required, including:
  - the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task and, as applicable, the associated schedule of milestones.

G. Within 7 business days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B, to be provided, as applicable, per milestone contained in the Schedule of Milestones; and
3. for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract:

    - the name of the proposed resource(s);
    - the resume of the proposed resource(s); and
    - A completed Mandatory and Point Rated Evaluation Grid demonstrating that the proposed resource(s) meet(s):
      - the Contract security requirements;
      - all the mandatory evaluation criteria in Attachment 2 of the Statement of Work; and
      - the required minimum number of points for the point rated technical criteria in Attachment 2 of the Statement of Work.

H. Valid Response to a TA

A valid TA response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the all of the Mandatory Criteria and achieve or exceed the minimum score for the Point Rated Criteria (as per Appendix C to Annex A - Mandatory and Point Rated Evaluation Criteria) of the categories identified in the draft TA.

I. Three (3) Strike Rule

A "strike" is defined as any of the following:

1. The Contractor does not submit a valid response to a Task Authorization as per G and H above.
2. The Contractor's proposed resource is selected for TA award but is not available to accept the TA within 10 business days of TA Award. (Note: In the event that CBSA takes longer than 15 business days to complete the evaluation and the CBSA security clearance, this will not constitute a strike.)
3. A resource is terminated for cause by the Project Authority for non-performance during the performance of a TA.

In the event that a resource submits notice that they will be leaving the project, the request for the Contractor to submit a suitable replacement within 5 business days as per G above will be treated like a new TA request and will be subject to strike rules 1 and 2 above (i.e. I. bullets 1 and 2).

For every instance identified above for a specific category/level, the Contractor will accumulate a "strike" with respect to that category/level. For greater clarity, only 1 strike can be issued against each TA, which is identifiable by its task number, regardless of how many resources were being requested as part of that TA. When a Contractor is assessed a strike with respect to a TA, then the next ranked Company will be given the opportunity to fill that TA request.

In the event that a contractor accumulates three strikes as defined in the above paragraphs in a category/level in the same quarter, Canada may immediately notify the contractor that they will be suspended from bidding on this category/level for the balance of the current quarter and the following 3 month quarter.

At the end of the following 3 month quarter, the Contractor will be re-instated for that category/level. If, following reinstatement the Contractor accumulates 3 strikes within the quarter immediately following reinstatement, the Contractor may be permanently suspended from that category/level for the remainder of the contract period and any subsequent option periods. If a Contractor is permanently suspended from a category/level, that Contractor will be permanently removed from the ranking for that category/level.

J. Corporate Incentive

In the event that the same Contractor's resource remains in the position for the full term of the TA assignment (for all TAs in excess of a 6 month period), the Contractor will be provided an incentive amount based on the following formula:

Incentive amount = (TA duration (in number of working days) * Learning Period (20%) * Per Diem of the ressource * Productivity Loss (50%)) * Vendor share (50%)

(E.G. A Task Authorization has been issued to a Contractor for a resource having a firm period in excess of 6 months. Should that resource remain in place for the full duration of the TA, the Contractor would be paid a lump sum incentive, the amount to be calculated against the total cost of that resource's TA value at completion of the TA period as per the above formula.)

Please note that when a TA includes multiple resources, all resources must remain in their position for the full term as defined for the respective resources within the TA, in order for the incentive to be paid for that TA.

K. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, then 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (Applicable Taxes extra);
  - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
  - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total cost incurred and invoiced for the task (as last revised,as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

1.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines /standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The conditions of any contract awarded under this Supply Arrangement will be in accordance with: 2035 (Client enters date) General Conditions - Higher Complexity – Services, with the following replacements:

Section 08 – Replacement of Specific Individuals, of 2035 (Client enters date) General Conditions – Higher Complexity – Services is deleted and replaced with the following:

1. *if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:*

   a) *the name, qualifications and experience of a proposed replacement immediately available for Work; and*
   b) *security information on the proposed replacement as specified by Canada*, if applicable.

   Any assessment of the information provided will occur as per 2 (b) below.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

   a) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor"; or
   b) assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (a) above, or require the Contractor to propose another replacement within five working days' notice.

3. Where an Excusable Delay applies, Canada may require 2 (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

Section 17 - Interest on Overdue Accounts, of 2035 (Client enters date) General Conditions - Higher Complexity - Services - will not apply to payments made by credit cards.

With respect to Section 30 - Termination for Convenience, of 2035 (Client enters date) General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

04) The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

05) Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination; or
(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

06) The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2. Professional Services

a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described

in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

b) If the Contractor fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the

Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

3. Reorganization of Client

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

4. No Responsibility to Pay for Work not performed due to Closure of Government Offices

a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

5. Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6. Joint Venture Contractor

Not applicable.

7. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

8. Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract:

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex
    b. Industrial Security Manual (Latest Edition).

9. Additional Security Requirement

Canada Border Services Agency (CBSA) will conduct its own personnel security assessment on the proposed Offeror and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The security assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resource, the Offeror must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf).

Until the credit check and all other security screening processes required by this Contract have been completed and the Offeror's personnel is considered suitable by the CBSA, the Offeror personnel shall not commence work on this contract and/or be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

10. Term of Contract

10.1 Period of the Contract

The period of the Contract is from date of Contract award and ends two (2) years later.

10.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional one year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

11 Authorities

11.1 PSPC Contracting Authority

The Contracting Authority for the Contract is:
Name: Steven Lussier
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 11 Laurier Street, Gatineau Québec, K1A 0S5
Telephone: 873-469-4827
E-mail address: steven.j.lussier@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

11.2 Project Authority

The Project Authority for the Contract is:
Name: Jo-Anne Moore
Title: Manager
Organization: Canada Border Services Agency
Address: 355 North River Road, Tower B, 19th Floor, 19001
Telephone: 343-291-5189
E-mail address: Jo-Ann.Moore@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

11.2.1 Contractor's Representative

The Contractor's Representative for the Contract is:
Name:
Title: Director of Professional Services
Phone:
Fax
Email:
Organization: MGIS Inc.
Address: 23 Ballyboy Street, Stittsville, Ontario, K2S 2H1

12 Payment

12.1 Basis of Payment

12.1.1 Authorized TA

Firm Lot Price TA

When the applicable basis of payment specified in a TA authorized and issued under the Contract is firm lot price, in consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm lot price stipulated in the authorized TA, as determined in accordance with the basis of payment cost elements in Annex B. Customs duties are included and Applicable Taxes are extra.

TA subject to a Limitation of Expenditure

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

(a) when it is 75 percent committed, or

(b) four (4) months before the final delivery date specified in the authorized TA, or

(c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

12.2 Canada's Total Liability

Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $5 million, customs duties and the Applicable Taxes are included.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

   1. when it is 75 percent committed, or

   2. four (4) months before the Contract expiry date, or

3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 7.6.1.1, TA subject to a Limitation of Expenditure,

whichever comes first.

D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

13. Method of Payment

The following methods of payment will form part of the authorized TA:

For the Work specified in an authorized subject to a limitation of expenditures and authorized subject firm lot price TA:

Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
b. all such documents have been verified by Canada;
c. the Work delivered has been accepted by Canada.

Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Task Authorization Form and the payment provisions of the Contract if:

a. an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
b. all such documents have been verified by Canada;
c. the Work performed has been accepted by Canada.

14. SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department
C0305C (2014-06-26) Cost Submission - Limitation of Expenditure or Ceiling Price

15. Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

a. Direct Deposit (Domestic and International);
b. Electronic Data Interchange (EDI);
c. Wire Transfer (International Only);
d. Large Value Transfer System (LVTS) (Over $25M)

16. Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

17. Invoicing Instructions

17.1 Invoicing Instructions

The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Milestone Payment.

Each claim must show:
a.all information required on form PWGSC-TPSGC 1111;
b.all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
c.the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:
a.a copy of time sheets to support the time claimed;
b.a copy of the monthly progress report.

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

The Contractor must prepare and certify one electronic copy of the claim on form PWGSC-TPSGC 1111, and forward it to:

vendors-fournisseurs@cbsa-asfc.gc.ca

or

Mail
Canada Border Services Agency
NIRU
105 McGill Street, Piece 260-01, 2nd floor
Montreal, QC H2Y 2E7

Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

The Project Authority will then forward one electronic copy of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

The Contractor must not submit claims until all work identified in the claim is completed.

18. Certifications and Additional Information

18.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

18.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/humanrights/employmentequity/federalcontractorprogram.page?&_ga=1.229006812.1158694905.1413548969#afed). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

19. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

20. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

(a) the Articles of Agreement;
(b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
(c) Annex A, Statement of Work;
(d) Annex B, Basis of Payment;
(e) Annex C, Security Requirements Check List;
(f) Annex D), Insurance Requirements;
(g) the signed Task Authorizations (including all of its annexes, if any);
(h) Supply Arrangement Number E60ZN-15TSPS (the "Supply Arrangement"); and
(i) the Contractor's bid dated April 19, 2017.

21. Foreign Nationals

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)
SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

22. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A

STATEMENT OF WORK

1. TITLE:

Acquisition of Professional Services for the Travellers Project Portfolio Directorate (TPPD) of Canada Border Services for the Delivery and Management of Mission Critical Systems

2. BACKGROUND

Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods, including animals and plants that meet all requirements under its legislation. Under this mandate, CBSA enables effective and efficient border management through the design, development, implementation, delivery and operation of innovative solutions, science and technology for the major issues facing border management today and in the future.

CBSA provides effective management of Canada's border through the strategic development, application and oversight of Information Technology and Information Management services. Integrated IT services are administered across Canada, including headquarters and seven regional locations - Atlantic, Quebec, Greater Toronto Area, Northern Ontario, Southern Ontario, Prairie and Pacific.

On February 4, 2011, the Prime Minister of Canada and the President of the United States issued a declaration called "Beyond the Border: A Shared Vision for Perimeter Security and Economic Competitiveness", also called the "Declaration". The Declaration established a new long-term partnership built upon a perimeter approach to security and economic competitiveness. This means working together, not just at the border, but also beyond the border to enhance our security and accelerate the legitimate flow of persons, goods and services. Leaders called for the development of a joint action plan to realize this goal.

To optimally manage border programs, corporate maturity and operational excellence, the Information, Science and Technology Branch (ISTB) of CBSA provides technical expertise to advance information management; enterprise architecture; IT infrastructure and solutions; and planning and portfolio management. Among other aspects, the ISTB provides technology leadership for a sustainable portfolio of business applications in support of CBSA's strategic priorities. It ensures effective delivery of technology products, applications and services to meet business needs, while ensuring integrity and availability of all technology infrastructures.

The Travellers Project Portfolio Directorate (TPPD) is responsible for the delivery and management of 25 mission critical systems to manage the flow of persons and goods at border entry points.

3. REQUIREMENT

The TPPD requires the services of Contractor resources in several resource categories for the implementation of TPPD projects as identified herein. These professional services will be provided under the Task and Solutions Professional Services (TSPS) Supply Arrangement (SA), and will be initiated through Task Authorizations (TAs) on an "as-and-when-requested" basis

4. SCOPE OF WORK

(a) Summary of the Work

The Contractor must provide resources on an "as-and-when requested" basis to deliver new capabilities and service to develop and manage the TPPD's projects such as Primary Inspection Kiosk (PIK), Biometrics Expansion, Entry-Exit, Integrated Advance Passenger Information, Small and Remote Ports of Entry, Immigration Information Sharing and Scenario Based Targeting Projects.

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information.

The detailed tasks for each resource category are described in Appendix A to this Annex A.

(b) Resource Categories

Item	TSPS Category	TSPS RESOURCE CATEGORIES	TSPS EXPERIENCE LEVEL
1.1	3.8	Financial Specialist	Senior and Intermediate
1.2	2.13	Performance Measurement Consultant	Senior and Intermediate
1.3	3.11	Communications Consultant	Senior and Intermediate
1.4	3.10	Technical Writer	Senior and Intermediate
1.5	1.8	Staffing Consultant	Senior and Intermediate
1.6	2.14	Subject Matter Expert (Service Management)	Senior and Intermediate
1.7	2.14	Subject Matter Expert (Project Support)	Senior and Intermediate
1.8	2.6	Change Management Consultant	Senior and Intermediate
1.9	3.1	Project Administrator	Senior, Intermediate and Junior
1.10	3.6	Risk Management Specialist	Senior and Intermediate
1.11	2.1	Business Analyst	Senior and Intermediate
1.12	2.8	Business Architect	Senior
1.13	2.5	Business Process Consultant	Senior and Intermediate
1.14	3.2	Project Manager	Senior and Intermediate
1.15	3.3	Project Leader/Executive	Senior

5. DELIVERABLES

For each TA that is issued against this Contract, the Contractor will be required to provide various Deliverables and other related documents as specified in the respective TA. Deliverables are specified in each individual resource category identified in Appendix A to Annex A.

6. REPORTING AND COMMUNICATION

(a) The Contractor's representative must meet with the CBSA Project Authority or their representative on a priority basis or as requested to discuss any issues associated with the provision of the required services during the entire period of the Contract. These meetings will be at no additional cost.
(b) Status Reports are to be provided and as detailed within the TA.

7. CLIENT SUPPORT

The CBSA will provide a workstation, email, system access and telephone capability.

8. LANGUAGE REQUIREMENTS

The Contractor's resources must be able to communicate orally and in writing in English without any assistance and with minimal errors. . However, there may be a requirement from time to time for a resource to conduct business in the French language. Language requirements will be identified in each TA.

9. CONSTRAINTS

(a) The Work must be performed within CBSA's normal working hours of 7:00 AM to 6:00 PM.

(b) The Contractor may be required to attend meetings at CBSA and at Key GC Stakeholders within the National Capital Region.

10. WORK LOCATION

It is anticipated that the Work associated with each TA will be carried out on-site at CBSA premises in the National Capital Region (NCR).

11. TRAVEL REQUIREMENTS

There is no travel requirement expected outside the NCR. If travel is required outside the NCR, it will be identified in the TA.

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APPENDIX A TO ANNEX A

RESOURCE CATEGORY TASKS AND DELIVERABLES

The content of this Appendix A to Annex A details the required tasks and Deliverables associated with each resource category. Tasks and Deliverables will be further specified in each validly issued Task Authorization.

1.1.1 FINANCIAL SPECIALIST (*Senior and Intermediate Levels*)

1.1.1 TASKS: The services include, but are not limited to the following:

a) Providing planning, expenditures analysis and advice on resource utilization;
b) Preparing variance analysis, expenditure forecasts and special reports on project costs,;
c) Developing reports to meet the needs of managers and clients directorates for budgetary operating and capital expenditures, full time employee (FTE) utilization information and other requirements;
d) Reviewing and analyzing expenditures and budgets, identifying and addressing anomalies, preparing summary financial reports and proposing recommendations,;
e) Providing advice and guidance to management on all matters pertaining to financial management, accounting, financial reporting and financial control;
f) Contributing to, and assisting in the maintenance of, IT project dashboards.
g) Attending meetings as directed by the Project Authority. These meetings may include, but are not limited to: meetings with other lines of business staff, executives, consultants, etc.;
h) Providing subject matter expertise and knowledge transfer to employees;
i) Conducting costing and budgeting exercises and developing related reports;
j) Assisting in the development of content for reporting IT project financial performance (briefings and presentations) to senior management and Treasury Board Secretariat;
k) Assisting in the development of strategies and other documents and reports on an as-required-basis;
l) Planning and coordinating financial management activities including financial estimates and business requirements;
m) Evaluating financial management procedures;
n) Contributing to cost benefit analysis and life cycle costing (Cost and estimate Management);
o) Developing models to carry out cost analysis of the resources required to perform specific inspections related to a project (Project Management);
p) Performing risk analysis;
q) Determining the resources required for implementation of projects such as acquisition costs, operation and maintenance costs and both recurring and non-recurring costs;
r) Assisting in developing costs for specific activities such as: direct project costs, project support overhead, portfolio-project and administrative (C&A) overhead, costs of products and services, and other related costs (Financial accounting);
s) Planning, acquiring, and controlling the use of funds so as to meet the portfolio / project goals and maximizing its value (Procurement integration in Project Management, contract process management);
t) Developing and modifying business cases and financial plans for the future.
u) Providing the full range of IT portfolio-project financial planning, analysis, reporting and monitoring services in support of senior management.
v) Providing advice and expertise in the financial management area
w) Directing all activities related to the preparation, coordination and delivery of all departmental financial plans including Annual Reference Level Update (ARLU), Main Estimates, Supplementary Estimates, and related presentations to the Branch Resource Review Committee and Treasury Board.

x) Directing the establishment, coordination and monitoring of the departmental budgeting process.
y) Ensuring the provision of in-depth, comprehensive and up-to-date financial analyses on all business proposals.
z) Creating and directing special projects on an ad hoc basis to analyze and assess a wide range of financial and business related proposals, partnerships and alternative service delivery proposals.
aa) Directing the review, challenge and preparation of recommendations with respect to financial plans.
bb) Directing the preparation of departmental management reports indicating performance against plans.

1.1.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Variance analysis at various levels of budget allocation and utilization;
b) Reports on expenditure and budget analysis, including preparation of trend analysis;
c) Documentation relating to costing, budgeting and reporting; and
d) Presentations, reports, and correspondence.

1.2 PERFORMANCE MEASUREMENT CONSULTANT *(Senior and Intermediate Levels)*

1.2.1 TASKS: The services include, but are not limited to the following:

a) Ensuring that benefits management practices follow the Benefits Management frameworks in support of departmental Strategic Outcomes and Program Activity Architectures or performance measurement strategies, including identifying associated performance measures in accordance with Treasury Board policies and Treasury Board Secretariat guidance and directives.
b) Assessing the adequacy of current performance measurement frameworks and performance measures to create and maintain on-going performance measurement systems at the Directorate level as a whole or at the program, initiative or project level.
c) Developing performance measurement indicators/measures/benchmarks and tools and instruments for projects and in support of portfolio alignment and project prioritization
d) Providing performance measurement advice and support (e.g. support managers to identify, track and report on results throughout the life cycle of projects or initiatives), including providing training or information sessions to build capacity within the Directorate and assist project management with the establishment of an appropriate ongoing benefits management and performance measurement system.
e) Compiling, analyzing and/or interpreting benefits and performance data and preparing benefits and performance reports
f) Establishing and providing the ongoing benefits realization and performance measurement support function for the Directorate on behalf of all existing and emerging projects.
g) Liaising and interfacing with staff in each of the project areas to identify project benefits and recommending appropriate performance measurement and benefits management advice and guidance.
h) Liaising with the Corporate Governance and Accountability Directorate and the Project Management Office on benefits management and portfolio benefits management
i) Developing benefits realization strategies and plans
j) Assessing the impact of project change requests on benefits realization outcomes to support strategic decision making
k) Defining and maintaining project reporting with respect to benefits realization, as well as providing input to the benefit plans, investment logic map templates, benefits registers, benefits profiles and management reporting functions.

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ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

l) Overseeing and making recommendations to the portfolio benefits realization process to ensure that it is effective, efficient and coordinated such that it provides added-value to the outputs of the Directorate.
m) Assisting and providing guidance with transfer of knowledge and staff.

1.2.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Written status reports in English on a bi-weekly basis to coincide with scheduled project control meetings, documenting the progress of the work described in the TA including issues, risks, and challenges, which may affect overall schedule and planned tasks for the next reporting period.
b) Development and/or maintenance of a Travellers Portfolio Benefits Management Framework to align with the Agency Benefits Management Framework.
c) Performance measurement indicators / measures / benchmarks and tools and instruments for projects and Portfolio assessments.
d) The resource must provide benefits realization strategies and plans in support of the Travellers Portfolio and the People Project Directorate's objectives.
e) Benefits management advice to the Project Authority, Project Managers, and others.
f) Benefits Management Analysis and documentation.
g) Presentation materials for project control meetings.
h) Close-out report which includes a final evaluation and lessons learned to transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents.

1.3 COMMUNICATIONS CONSULTANT (*Senior and Intermediate Levels*)

1.3.1 TASKS: The services include, but are not limited to the following:

a) Planning, researching, modifying, assisting, writing and/or reviewing memos, scripts, plays, essays, speeches, manuals and other non-journalistic articles with conformance to established standards;
b) Developing and implementing strategic communication plans in geographically dispersed organizations going through an organizational transformation (change management);
c) Providing communications consultation advice to support strategic communications initiatives and strategies;
d) Creating communications support materials;
e) Developing and implementing creative communication and information products using a variety of tools, techniques and media and selecting an appropriate medium to convey information, ideas, and results;
f) Developing and implementing communication strategies and plans;
g) Expressing and exchanging information in a clear and concise manner;
h) Ensuring information is communicated to the appropriate people in a timely manner;
i) Preparing reports for specific purposes using clear, communicative, and professional language *(e.g., audit reports, management letters, consulting reports, financial reports)*;
j) Ensuring communications are clearly understood by encouraging and listening to feedback both internally and externally in the organization;
k) Structuring external communications to project an appropriate corporate image;
l) Ensuring confidentiality with respect to organizational or client information and data.
m) Determining target audiences in order to better develop messages;
n) Identifying and determining communications impediments and barriers;
o) Providing advice on matters relating to policy/program development approaches or options and communications planning alternatives (internal or external);
p) Researching, developing and implementing communications strategies involving social media and related content (i.e. blogs, microblogs, wikis, crowdsourcing, content communities, social networks, etc.);

q) Providing support and assisting communicators in using social media channels to complement traditional channels; and
r) Providing suggestions on cost-cutting measures in the communications process.

1.3.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) **Project presentation decks and artifacts**
b) Portfolio communications plans
c) **Reports, presentations,** etc.

1.4 TECHNICAL WRITER *(Senior and Intermediate Levels)*

1.4.1 TASKS: The services include, but are not limited to the following:

a) Analyzing material, such as specifications (technical Statement of Work/Requirement), notes, drawings, writing manuals, user guides and other documents to explain the requirement clearly and concisely;
b) Modifying, validating and compiling documents such as technical publications in general, specifications, equipment and system data lists, drawings etc.;
c) Gathering information, analyzing the subject and the audience, and producing clear documentation;
d) Studying existing material and interviewing Stakeholders;
e) Creating accurate, complete and concise documentation to communicate the needs of the requirement;
f) Assimilating and conveying technical material in a concise, effective manner;
g) Following governmental publishing guidelines;
h) Reviewing documents, drawings and associated data for conformance to established standards by leading or participating in the drafting of project documents such as Project Charters, Project Management Plans, Treasury Board submissions and Memoranda to Cabinet;
i) Planning, researching and writing manuals, specifications and other non-journalistic articles;
j) Designing the layout of the documents/manuals; and
k) Using word-processing, desk-top publishing and graphics software packages to produce final camera ready copy.

1.4.3 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) User Training Materials
b) Standard Operation Procedures
c) Technical Publications
d) Presentations
e) Manuals, specifications and other non-journalistic articles
I) Project Charters, Project Management Plans, Treasury Board submissions and Memoranda to Cabinet;
f) User guides and other documents

1.5 STAFFING CONSULTANT *(Senior and Intermediate Levels)*

1.5.1 TASKS: The services include, but are not limited to the following:

a) Developing staffing and resourcing strategies;
b) Developing monitoring framework and implement and conduct monitoring;
c) Providing manager with demographic information and assisting in developing strategies to meet HR needs;
d) Providing advice and guidance on different types of merit criteria/qualifications;

e) Providing advice on workforce and process pros and cons;
f) Identifying links with departmental Human Resources/Employment Equity/Business plans;
g) Providing advice on effectiveness of assessment instruments and assisting in development or choice of proper instruments;
h) Advising manager of organizational policy;
i) Assisting manager in appropriate sequencing and application of merit criteria;
j) Providing advice, guidance, and assistance on review of decision and impact of change, if any;
k) Creating departmental staffing report(s) including preparation, data gathering, interviews, and monitoring staffing report and various activities;
l) Performing activities including recourse, appeals, early intervention process, and alternative dispute resolutions for staffing purposes;
m) Developing or assisting in developing strategies and plans (i.e. staffing or resourcing);
n) Developing monitoring framework and implementing and conducting monitoring;
o) Developing and reviewing appointment sub-delegation instruments, the sub-delegation process and the supporting tools (i.e. tables, sub-delegation certificates);
p) Conducting environmental and statistical reviews;
q) Reviewing organizational needs and business needs to assist in the identification of the appropriate staffing strategy or plans (including links to other plans such as the Employment Equity and Diversity Plan and the Official Languages Plan);
r) Providing advice and recommendations with regard to addressing staffing and recruitment challenges considering organizational strategies and plans;
s) Developing and implementing recruitment and employment strategies;
t) Providing advice and recommendations in selecting the choice of appointment process;
u) Preparing and conducting recruitment and staffing processes on behalf of management. This may include any or any grouping of the following activities:
    I. Making recommendations on the staffing process type to be undertaken;
    II. Drafting and finalizing the statement of merit criteria;
    III. Developing and preparing the assessment guide, tools and process;
    IV. Drafting and finalizing the advertisements;
    V. Coordinating and participating in the assessment of priorities, and the screening and assessments of candidates;
    VI. Coordinating and administrating tests, interviews; coordinating and completing the reference check etc;
    VII. Compiling and preparing the final board reports and finalizing the results of the processes (such as establishing pools of candidates).
v) Planning, developing, coordinating and administrating various staffing and staffing related initiatives such as job fairs, collective staffing and targeted Recruitment initiatives;
w) Providing operational staffing services to a group of client managers;
x) Providing advice and guidance to managers on staffing investigations, audits and Public Service Staffing Tribunal Complaints;
y) Developing staffing policies, guidelines, procedures, and tool;
z) Providing monitoring and reporting activities with respect to staffing within the organization or for central agencies;
aa) Drafting staffing report(s) including the preparation, data and information gathering, interviews, drafting of documentation;
bb) Developing information and learning sessions or events for managers, employees or staffing experts;
cc) Reviewing employees' or candidates' qualifications to address redeployment or placement of personnel;
dd) Developing a framework or process for pool management and coordinate the management of a pool;
ee) Advising managers and employees on staffing policies and procedures; and
ff) Providing mentoring, tutoring or coaching assistance.

1.5.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Resourcing strategies,
b) Strategic direction
c) HR plans
d) HR models
e) Policies, programs and procedures reports
f) New programs for employees to retain career mobility;
g) Evaluate personnel
h) Compensation and benefit programs
i) Collective agreements;
j) Training and information sessions.
k) Knowledge Transfer

1.6 SUBJECT MATTER EXPERT (SERVICE MANAGEMENT) *(Senior and Intermediate Levels)*

Definition: IT service management (ITSM) refers to the entirety of activities – directed by policies, organized and structured in processes and supporting procedures – that are performed by an organization or part of an organization to plan, deliver, operate and control IT services offered to customers. It is thus concerned with the implementation of quality IT services that meet the needs of customers, and is performed by the IT service provider through an appropriate mix of people, process and information technology

1.6.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Developing an operational Service Management (SM) roadmap for the Directorate's Portfolio systems, including **but not limited to documenting high level process, controlling body (CAB), impact assessment capability, supporting technology, roles & responsibilities**
b) Maintaining the service management roadmap for the Directorate
c) Providing expertise, advice, guidance and coaching on all aspects of service and service related efforts within the Directorate
d) Interfacing closely with other service portfolio managers within the Directorate in order to complete all necessary objectives
e) Providing expertise, advice and guidance on industry best practices and where and when they should be applied
f) Supporting the Branch/Directorate as part of the Directorate's Service Lifecycle Management Framework (SLMF) efforts
g) Coaching stakeholders on the value of their contribution within the new solution;
h) Developing performance measurement/evaluation criteria;
i) Defining/confirming the objectives for each change initiative, determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the change initiative by;
    I. Articulating the purpose of change in a manner that makes sense to stakeholders and provides a compelling picture of the new solution;
    II. Conducting a GAP analysis to determine the scope of the change required to move from existing state to desired state;
    III. Designing and conducting a change readiness assessment in order to plan and carry out a change management strategy;
    IV. Integrating performance monitoring disciplines in a stakeholder's development or change management plan;
    V. Meeting with other organizational executives to ensure all organizational (internal and external) stakeholders are committed and moving forward on project change strategy and plan.
    VI. Monitoring (internal and external) stakeholder change strategies and plans.

- VII. Leading working groups and consultations and obtain consensus and/or reach decisions with respect to recommendations and strategic options pertaining to the change initiative.

j) Overseeing and providing guidance to stakeholders to ensure timely completion of Deliverables.
k) **Providing expertise, advice, guidance and coaching on implementing the Service Management practice within the Directorate.**
l) **Providing advice and guidance on the Client's various Service Management Methods (Service Engineering Method (SEM), Service Operations Method - SOM, Configuration Management Method (CMM), On Boarding Method (OBM) and Security Management Control Method (SMCM)) and their applicability to the various Travelers' systems.**
m) **Defining competency, responsibility and training requirement for the Service Manager of the Portfolio's systems. May include conducting training for key stakeholders**
n) Meeting with other organization (internal and external) to ensure stakeholders accept moving forward on service management capabilities to be implemented and the understanding of their role
o) **Implementing key elements of certain service management capabilities required for operational readiness (e.g. Service Level Management, Business Relationship Management)**
p) Developing and delivering presentations to senior management and / or stakeholder groups in Word, PowerPoint and Excel as required
q) Documenting the interrelationship (dependencies) required for Operational Readiness of Directorate systems as they go live with other entities and suppliers (e.g. Shared Services Canada (SSC), Citizenship and Immigration Canada (CIC), Canada Border Services Agency (CBSA))
r) Reporting progress of the initiative on an ongoing basis and at scheduled points in the life cycle.

1.6.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) **Directorate People Management Strategy – 3 year plan**
b) **Project presentation decks and artifacts**
c) Portfolio communications plans
d) **Reports, presentations,** etc.
e) Other Deliverables as required by the DGO.

1.7 SUBJECT MATTER EXPERT (Project Support) (*Senior and Intermediate Levels*)

1.7.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Advising on the capacities, skills and resources needed in the Portfolio to create, implement and maintain on-going project support system (in the directorate);
b) Advising on methodological approaches and designs for project support of and evaluation of projects, programs, services, policies and initiatives;
c) Providing field-specific performance measurement advice (e.g. support managers to identify, track and report on results throughout the life cycle of projects, programs, services, policies or initiatives), including providing training or information sessions to build capacity within organization and assist program management with the collection and interpretation of performance measurement data;
d) Analyzing and/or interpreting performance data and preparing performance reports;
e) Conducting comparative analysis and advising on best practices, including benchmarking performance, international comparisons and case studies;
f) Providing subject-matter advice to assist in the:
   - I. Assessment of the readiness of a policy, program or initiative to be evaluated;
   - II. Scoping and planning of specific evaluations or related studies of individual programs, policies or initiatives;

[illegible] - Disclosed under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

- III. Constructing of work plans, including evaluation planning reports and/or associated methodologies;
- IV. Collection and analysis of relevant information;
- V. Assessment of relevance and performance, including impacts, efficiency and cost-effectiveness of programs, policies or initiatives;
- VI. Assessment of program governance and management (including assessing risk management and controls, decision-making, planning, development and implementation, transparency and accountability);
- VII. Developing evaluation reports containing findings, conclusions and recommendations, and undertake report validation and consultations where appropriate and requested;
- VIII. Compilation, analysis and dissemination of findings, lessons learned and best practices;
- IX. Briefing of program and senior management on major results and findings, including preparation of presentations;
- X. Development of other materials, documents, tools and instruments related to the work; and
- XI. Review of the components of evaluations such as primary and secondary data collection activities, surveys, special studies, literature or document reviews, applied statistical analysis and the development of background or analytical discussion papers on program theory and/or alternatives.

g) Validating evaluation approaches, methodologies, findings, conclusions and recommendations, using methods such as (but not limited to) validation from a technical expert standpoint;
h) Participating on peer review or similar panels for evaluations or act as an third- party reviewer of draft evaluation products;
i) Advising on sensitivities in their specific fields (e.g. on working with groups of "at-risk" stakeholders) and issues related to ethics and values related to performance measurement and evaluation; and
j) Facilitating connection to other key experts in the field as required for project support or evaluation purposes.

1.7.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Project Status reports
b) Project presentations
c) Earned Value reports
d) Root cause analysis reports
e) Business Impact assessments
f) Project Dashboards

1.8 CHANGE MANAGEMENT CONSULTANT (Senior & Intermediate Levels)

1.8.1 TASKS: Responsibilities could include but are not limited to:

a) Analysis and development of business “critical success factors”.
b) Analysis and development of architecture requirements design, process development, process mapping and training.
c) Implement change management plans
d) Resolve change management resistance issues
e) Responsible for leading other functional staff to define business strategy and processes in support of transformation and change management activities.
f) Participating in change impact analysis and change management activities.
g) Participating in organizational realignment (job re-design organizational re-structuring).

h) Coordinating development of training and coordination with other stakeholders.
i) Creating presentations and present to various stakeholders, and facilitate meetings and discussions.

1.8.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Critical success factor reports
b) Architecture requirements
c) Business strategy and processes
d) Change impact analysis and change management.
e) Organizational realignment
f) Training
g) Presentations to various stakeholders
h) Meeting Results and Consensus and
i) Knowledge Transfer

1.9 PROJECT ADMINISTRATOR (*Senior, Intermediate and Junior Levels*)

1.9.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Assist project management in project coordination and synchronization tasks;
b) Provide administrative and technical support of a clerical nature as required;
c) Assist in maintaining project and portfolio documentation;
d) Track project change requests;
e) Coordination of monthly dashboard and earned value cycles and reports;
f) Manage scheduling;
g) Attend meetings and record meeting notes to prepare records of decision;
h) Print and assemble background information for meetings;
i) Inputting, processing, monitoring, tracking and updating requests and correspondence;
j) Routing correspondence and creating and maintaining a Bring Forward (BF) System;
k) Research and complete internal forms;
l) Responsible to maintaining records in Apollo
m) Review for accuracy, grammar and assess the completeness of documents provided for corporate Deliverables; and
n) Ensure timely completion of Deliverables.

1.9.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Provide regular status updates on deliverables and tasks as required;
b) Meeting minutes and records of decisions, as required;
c) Clear and coherent emails communicating deadlines and information requests;
d) Completion of internal forms;
e) Creation of a bring forward log; and
f) Provide a list of links to files saved in Apollo.

1.10 RISK MANAGEMENT SPECIALIST (*Senior and Intermediate Levels*)

1.10.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Conducting risk assessments and evaluating potential risk and losses;
b) Identifying project and procurement risks;
c) Reviewing and auditing claims;
d) Recommending alternative solutions, methodologies and strategies for risk mitigation and management;
e) Assisting in prioritization and assignment of risks;
f) Assisting in the development and/or implementation of Risk Management Plans;

g) Developing and managing the implementation of Risk Management Plans (safety programs) to identify, analyze, plan, track, evaluate and control project risks on a continuous basis throughout the project life cycle;
h) Coaching, mentoring and training project teams in risk mitigation techniques;
i) Developing and implementing business continuity plans;
j) Developing crisis and emergency communication and/or management planning strategies;
k) Reviewing the organization's insurance and risk management programs and making recommendations regarding coverage improvements, administration, loss control and financing mechanisms;
l) Providing leadership and support to the design, implementation and evaluation of clients products/services performance measures, risk management and risk mitigation strategies;
m) Documenting process improvements;
n) Preparing reports for internal or external publication (Corporate Services, Policy, Communications)
o) Liaising with and interviewing stakeholders, as required, to obtain, clarify and exchange information, in-order to co-ordinate and manage the Risk Assessment Process;
p) Identifying, confirming and documenting the risk tolerance for the process, project, program, or strategic risk and using this tolerance to guide all analysis, assessment and recommendations undertaken or produced;
q) Identifying, confirming and documenting the objectives and priorities specific to the process, project, program or strategic direction being assessed, feasibility studies;
r) Identifying relevant risks and opportunities (including, but not limited to, economic, political, operational, legal, reputation, technical, organizational, accounting, banking and social risks) that threaten the objectives and priorities;
s) Utilizing both quantitative and qualitative techniques, as appropriate, to assess the likelihood that a risk event will occur; and the impact if the risk event occurs;
t) Recommending a ranked-order for risks and opportunities identified;
u) Recommending and documenting suggested Risk Responses necessary to manage the likelihood and/or impact of the identified risks;
v) Performing Control Risk Assessments and analysis, which may include statistical sampling and analysis of existing controls;
w) Assisting with the on-going monitoring of risk and assisting with the implementation of risk response and mitigation strategies;
x) Preparing draft and finalized risk assessments, briefing notes, presentations and papers related to risk management, and developing and updating risk management plans; and
y) Providing advice with respect to risk management best practices and providing guidance and direction to assist in managing risk.

1.10.2 DELIVERABLES

a) Identify project and procurement risks;
b) Review audit claims;
c) Recommend alternative solutions, methodologies and strategies
d) Develop and/or implement Risk Management Plans;
e) Coach, mentor and train project teams;
f) Develop and implement business continuity plans;
g) Develop crisis and emergency communication
h) Reports for internal or external publication
i) Perform Control Risk Assessments and analysis,
j) Draft and finalize risk assessments, briefing notes, presentations and papers.

1.11 BUSINESS ANALYST (Senior and Intermediate Levels)

1.11.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Develop and document statements of requirements for considered alternatives.
b) Perform business analyses of functional requirements to identify information, procedures, and decision flows.
c) Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
d) Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
e) Establish acceptance test criteria with Client.
f) Support and use the selected departmental methodologies.
g) Utilize business process tools (examples include VISIO, BPWIN, Oracle Case, Rational Rose and RUP) to carry out the above activities.

1.11.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Statements of Requirements Development;
b) Functional Requirement Business Analyses;
c) Manual to Automated Operations Definition;
d) Acceptance Test Criteria; and
e) Knowledge Transfer.

1.12 Business Architect (Senior Level)

1.12.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Assist with the development of an aligned Business Architecture against the Enterprise Architecture including processes, models, strategies and organizational structures to enhance the business environment in which architectures are defined, developed and aligned with business goals;
b) Develop artifacts to support the business (e.g., Baseline and Target Business Architecture Descriptions, Candidate Roadmap Components, Architecture Definition Document);
c) Assist with the development of information product architectures to provide process and requirement recommendations for improvement;
d) Participate in requirement definition sessions with stakeholders and clients where required;
e) Provide expert advice on the key initiatives that enable enterprises to deploy high-impact business processes that are focused, accountable and measurable, particularly about principles of leadership, governance and operational competencies;
f) Analyze functional requirements to identify improvements in information, procedures, and decision flows, and make recommendations;
g) Provide expert advice in developing and integrating process and information models between business processes to eliminate information and process redundancies;
h) Oversee and manage product user interface designs, organize user experience testing with end-users, and introduce necessary changes to products where needed to ensure a unified user experience across all technical product solutions;
i) Develop Business Capabilities and Business Knowledge documentation and design Business Operational and Organizational Views;
j) Assist with the implementation and growth of the Client-TBS Portfolio Alignment Framework (e.g. customization of the framework within the directorate and development of all artifacts needed to support and maintain this important piece of work;
k) Perform gap analyses between business goals and planned solutions to identify areas for better alignment of technical product solutions with business needs;

l) Evaluate service and application interfaces including manual to automated operations within application sub-systems, external systems and between new and existing systems;
m) Identify opportunities to create new definitions and leverage existing IT services, create service portfolios, establish service contracts (e.g., Service Level Agreements) and plans for continual service improvement;
n) Identify opportunities for leveraging existing Commercial off the Shelf (COTS) products and other procured solutions for reducing operational costs;
o) Define business models to serve as the foundation for enhancing accountability and improve decision-making within the Directorate;
p) Assess impact of legislative and operational requirement changes to product architectures;
q) Support development of business architectures, frameworks and strategies for each major application area to meet the business requirements related to information, usability, and performance criteria for a business line;
r) Participate in the financial planning for technical products and solutions;
s) Participate in change impact analysis and change management activities;
t) Preparing visual impact assessments (e.g., dashboards, plans, charts, tables and diagrams) to assist in communicating and analyzing project issues within the Directorate;
u) Enforce departmental architectural standards (where required);
v) Assist the conducting of post project reviews (“lessons learned”) where necessary to help project teams with continual improvement; and
w) Provide regular recommendations for improvements to methodologies, technologies and procedures.
x) Utilize business process tools (examples include VISIO, BPWIN, Oracle Case, Rational Rose and RUP) to carry out the above activities.

1.12.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Aligned Business Architecture Development;
b) Baseline and Target Business Architecture Descriptions, Candidate Roadmap Components, and Architecture Definition Documents;
c) Business and Information Product Architectures;
d) Expert Advice On Key Initiatives (High-Impact Business Processes, Particularly About Principles Of Leadership, Governance and Operational Competencies;
e) Improvements In Information, Procedures, Decision Flows, and Recommendations;
f) Product User Interface Designs;
g) Business Capability and Business Knowledge Documentation;
h) Business Operational and Organizational Views;
i) Gap Analyses between Business Goals and Planned Solutions;
j) Service and Application Interface Evaluation;
k) Business Model Definitions;
l) Legislative and Operational Requirement Changes to Product Architectures;
m) Business Architecture Development;
n) Change Impact and Change Management Analysis;
o) Visual Impact Assessments (Dashboards, Plans, Charts, Tables and Diagrams);
p) Post Project Reviews; and
q) Knowledge Transfer.

1.13 Business Process Consultant (Senior and Intermediate levels)

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1.13.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Review existing work processes and organizational structure;
b) Analyze business functional requirements to identify information, procedures and decision flows;
c) Identify candidate processes for re-design; prototype potential solutions, provide trade-off information and suggest a recommended course of action; Identify the modifications to the automated processes;
d) Provide expert advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options;
e) Provide expert advice in developing and integrating process and information models between processes to eliminate information and process redundancies;
f) Identify and recommend new processes and organizational structures;
g) Provide expert advice on and assist in implementing new processes and organizational changes;
h) Document workflows; and
i) Use business, workflow and organizational modeling software tools.

1.13.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Existing Work Processes and Organizational Structure Reviews;
b) Business Functional Requirements Analysis;
c) Candidate Process Identification;
d) Expert Advice about Efficient And Effective Solutions;
e) Expert Advice about Process And Information Models;
f) New Processes and Organizational Structures;
g) Expert Advice on New Processes and Organizational Changes;
h) Workflow Documentation; and
i) Knowledge Transfer.

1.14 Project Manager (Senior and Intermediate levels)

1.14.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Manage several Project Managers, each responsible for an element of the project and its associated project team;
b) Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
c) Formulate statements of problems; establishe procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtain approval thereof;
d) Define and document the objectives for the project; determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
e) Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
f) Meet in conference with stakeholders and other project managers and state problems in a form capable of being solved;
g) Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and
h) Project sign-off.

1.14.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Statements Of Problems;

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b) Procedures For The Development And Implementation Procedures;
c) Project Objectives Definitions;
d) Budgetary Requirements;
e) Project Team Composition, Roles And Responsibilities;
f) Progress Reports;
g) Stakeholder Conference Meetings;
h) Plans, Charts, Tables and Diagrams; and
i) Knowledge Transfer.

1.15 Project Leader/Executive (Senior Level)

1.15.1 TASKS: The undernoted services may include, but are not limited to the following:

a) Define and confirm the objectives for the project, determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team;
b) Develop or review Project Charter, Business Case and detailed project plans;
c) Lead the development of briefings, solutions and status reports for presentation to executive management;
d) Develop and deliver presentations to senior management and stakeholder groups as required, including the preparation of plans, charts, tables and diagrams to assist in analyzing or displaying problems;
e) Oversee and provide guidance to several Project Managers, each responsible for an element of the project and its associated project team;
f) Provide Requirements Management and Project Control throughout the project;
g) Provide advice to ensure business strategies are developed and implemented; project schedules are developed, maintained and respected; risks and issues are managed; and change request procedures are followed;
h) Provide guidance and recommendations for the design, development, test, implementation within the Department as well as onboarding of users, and post implementation support phases;
i) Meet with other organizational executives to ensure all internal and external stakeholders are committed and moving forward on project and organizational goals;
j) Manage internal and external stakeholder relations;
k) Lead working groups and consultations and obtain consensus and reach decisions with respect to recommendations and strategic options pertaining to the project;
l) Coordinate the efforts of multiple stakeholders and to support senior management, in delivering a portfolio approach to project management;
m) Provide expert solution and business transformation leadership for the project with all stakeholders;
n) Ensure compliance with portfolio-wide standards for business architecture and business transformation;
o) Support release planning including requirements, and associated planning and execution of work to support identified requirements;
p) Provide solution and transformation alignment leadership from a project planning perspective;
q) Provide leadership and oversight for the design activities, including usage of deliverables necessary to satisfy the methodology, including, but not limited to:
    - Strategic Business Objectives and Critical Success factors;
    - Definition of business competencies, capabilities, value drivers, outcomes and measures;
    - Definition of target business model, operating model, and target service model;

- Definition and development of strategy and value components such as strategy maps, competency maps, value maps, value clusters, goal chains and value chain diagrams;
- Identification and analysis of pain points, pain clusters and pain chains;

r) Support the development of the transformation roadmap and transition plan;
s) Report progress of the project on an ongoing basis and at scheduled points in the life cycle;
t) Review and comment on all project deliverables from Initiation to project completion;
u) Manage scope, context and business requirements, working with departmental leads and key clients;
v) Provide project oversight during the development, implementation and operations start-up to ensure that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters;
w) Formulate statements of problems; establish procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtain approval thereof; and
x) Other work as deemed necessary relating to business architecture, solutions, commercial products, industry best practices and business transformation.

1.15.2 DELIVERABLES: Deliverables may include the following but will be further defined in the TA:

a) Advice on a daily basis to ensure business strategies are developed and implemented, project schedules are developed, maintained and respected, risks and issues are managed, and change request procedures are followed;
b) Guidance and recommendations required to coordinate the efforts of multiple stakeholders and to support senior management and the respective Project Director in delivering a portfolio approach to project management, business transformation and change management, solution and transformation alignment and enterprise architecture;
c) Conduct and document Lessons learned and internal reviews as well as reviews and updates to strategic project documents (i.e. Project Charter, Business Case, detailed project plan etc.);
d) Document consensus and decisions with respect to recommendations and strategic options pertaining to the project;
e) Guidance and recommendations required to coordinate the efforts of multiple stakeholders and to support senior management in delivering a portfolio approach to project management, business transformation and change management, solution and transformation alignment and enterprise architecture;
f) Project plans and presentations as required; and
g) A close-out report which will include a final evaluation and lessons learned to transfer knowledge to the project team and client staff through individual and group training and demonstrations and written instructions and documents.

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APPENDIX B TO ANNEX A

Flexible Grid Criteria

3.8 Financial Specialist

The required services may include, but are not limited to the following:

1. Planning and coordinating financial management activities including financial estimates and business requirements;
2. Evaluating financial management procedures;
3. Conducting cost benefit analysis and life cycle costing (Cost and estimate Management);
4. Developing business plans;
5. Developing models to carry out cost analysis of the resources required to perform specific inspections related to a project (Project Management);
6. Performing risk analysis;
7. Determining the resources required for implementation of projects such as acquisition costs, operation and maintenance costs and both recurring and non-recurring costs;
8. Assisting in developing costs for specific activities such as: direct project costs, project support overhead, corporate and administrative (C&A) overhead, costs of products and services, and other related costs (Financial accounting)
9. Planning, acquiring, and controlling the use of funds so as to meet the goals of an organization and maximize its value (Procurement integration in Project Management, contract process management);
10. Identifying an organization's financial and non-financial objectives so as to improve its performance, determining whether those objectives are being effectively achieved; and
11. Developing and modifying business cases and financial plans for the future.

Financial Specialist FLEXIBLE GRID

Levels of Expertise		
Senior		**Minimum 95 pts**
Intermediate		**Minimum 70 pts**
Junior		**Minimum 50 pts**
Relevant Education to the Consultant Category		
University (PhD, Graduate, Undergraduate, degree).		35 pts
College or CEGEP Diploma / Certificate.		25 pts
High School Diploma		20 pts
Professional Certification		
Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2yrs	12-23 months	15 pts
≥2 yrs and <4yrs	24-47 months	25 pts
≥4 yrs and <6yrs	48-71 months	35 pts
≥6 yrs and <8 yrs	72-95 months	45 pts
≥8 yrs and <10 yrs	96-119 months	55 pts
≥10 yrs	120 + months	65 pts

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2.13 Performance Measurement Consultant

The required services may include, but are not limited to the following:

1. Planning and designing performance measurement frameworks in support of departmental Strategic Outcomes and Program Activity Architectures or performance measurement strategies in support of program monitoring and evaluations, including identifying associated performance measures in accordance with Treasury Board policies and Treasury Board Secretariat guidance and directives;
2. Assessing the adequacy of current performance measurement frameworks and performance measures in federal organizations and the capacity of organizations to create and maintain on-going performance measurement systems at the level of the organization as a whole or at the program, initiative or project level;
3. Developing conceptual frameworks, methodological approaches and designs for performance measurement of projects, programs, services, organizations/institutions, policies and initiatives;
4. Developing performance measurement indicators/measures/benchmarks and tools and instruments for project, program, institutional, or policy monitoring, reviews, or on-going assessments;
5. Providing performance measurement advice and support (e.g. support managers to identify, track and report on results throughout the life cycle of projects, programs, services, policies or initiatives), including providing training or information sessions to build capacity within the organization and assist program management with the establishment of an appropriate ongoing performance measurement system;
6. Compiling, analyzing and/or interpreting performance data and preparing performance reports; and
7. Research performance measurement uses and practices in other jurisdictions (includes provincial and international jurisdictions).

Performance Measurement Consultant FLEXIBLE GRID

Levels of Expertise		
Senior		**Minimum 65 pts**
Intermediate		**Minimum 55 pts**
Junior		**Minimum 45 pts**
Relevant Education to the Consultant Category		
Graduate degree or higher		30 pts
Undergraduate degree		25 pts
Relevant Experience in Consultant Category		
≥2 yrs and <4 yrs	24-47 months	25 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <10 yrs	72-119 months	35 pts
≥10 yrs	120 + months	40 pts

3.11 Communications Consultant

The required services may include, but are not limited to the following:

1. Planning, researching, modifying, assisting, writing and/or reviewing memos, scripts, plays, essays, speeches, manuals and other non-journalistic articles with conformance to established standards;
2. Developing and implementing strategic communication plans in geographically dispersed organizations going through an organizational transformation (change management);
3. Providing communications consultation advice to support strategic communications initiatives and strategies;
4. Creating communications support materials;
5. Developing and implementing creative communication and information products using a variety of tools, techniques and media and selecting an appropriate medium to convey information, ideas, and results;
6. Developing and implementing communication strategies and plans;
7. Expressing and exchanging information in a clear and concise manner;
8. Ensuring information is communicated to the appropriate people in a timely manner;
9. Preparing reports for specific purposes using clear, communicative, and professional language *(e.g., audit reports, management letters, consulting reports, financial reports);*
10. Ensuring communications are clearly understood by encouraging and listening to feedback both internally and externally in the organization;
11. Structuring external communications to project an appropriate corporate image;
12. Ensuring confidentiality with respect to organizational or client information and data.
13. Determine target audiences in order to better develop messages;
14. Identify and determine communications impediments and barriers;
15. ; Provide advice on matters relating to policy/program development approaches or options and communications planning alternatives (internal or external)
16. Researching, developing and implementing communications strategies involving social media and related content (ie. blogs, microblogs, wikis, crowdsourcing, content communities, social networks, etc);
17. Provide support and assist communicators in using social media channels to complement traditional channels.
18. Providing suggestions on cost-cutting measures in the communications process;

Communications Consultant **FLEXIBLE GRID**

Levels of Expertise		
Senior		**Minimum 60 pts**
Intermediate		**Minimum 50 pts**
Junior		**Minimum 30 pts**
Relevant Education to the Consultant Category		
College or CEGEP Diploma / Certificate.		25 pts
High School Diploma.		20 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	10 pts
≥2 yrs and <4 yrs	24-47 months	25 pts
≥4 yrs and <6 yrs	48-71 months	35 pts
≥6 yrs and <8 yrs	72-95 months	40 pts
≥8 yrs and <10 yrs	96-119 months	45 pts
≥10 yrs	120 + months	50 pts

3.10 Technical Writer

The required services may include, but are not limited to the following:

1. Analyzing material, such as specifications (technical Statement of Work/Requirement), notes, drawings, writing manuals, user guides and other documents to explain the requirement clearly and concisely;
2. Modifying, validating and compiling documents such as technical publications in general, specifications, equipment and system data lists, drawings etc.;
3. Gathering information, analyzing the subject and the audience, and producing clear documentation;
4. Studying existing material and interviewing Stakeholders;
5. Creating accurate, complete and concise documentation to communicate the needs of the requirement;
6. Assimilating and conveying technical material in a concise, effective manner;
7. Following governmental publishing guidelines; and
8. Reviewing documents, drawings and associated data for conformance to established standards.
9. planning, researching and writing manuals, specifications and other non-journalistic articles;
10. design the layout of the documents/manuals;
11. uses word-processing, desk-top publishing and graphics software packages to produce final camera ready copy.

Technical Writer **FLEXIBLE GRID**

Levels of Expertise		
Senior		**Minimum 60 pts**
Intermediate		**Minimum 50 pts**
Junior		**Minimum 30 pts**
Relevant Education to the Consultant Category		
College or CEGEP Diploma / Certificate.		25 pts
High School Diploma.		20 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	10 pts
≥2 yrs and <4 yrs	24-47 months	25 pts
≥4 yrs and <6 yrs	48-71 months	35 pts
≥6 yrs and <8 yrs	72-95 months	40 pts
≥8 yrs and <10 yrs	96-119 months	45 pts
≥10 yrs	120 + months	50 pts

1.8 Staffing Consultant

**The required services may include, but are not limited to the following:
(Please note that a Staffing Consultant who will be providing staffing advise to managers as part of their responsibilities, must have successfully completed the PSC Appointment Framework Knowledge Test for all Departments who have a signed Appointment Delegation and Accountability Instrument with the PSC.)**

1. Developing staffing and resourcing strategies;
2. Developing monitoring framework and implement and conduct monitoring;
3. Providing manager with demographic information and assisting in developing strategies to meet HR needs;
4. Providing advice and guidance on different types of merit criteria/qualifications;
5. Providing advice on workforce and process pros and cons;
6. Identifying links with departmental Human Resources / Employment Equity / Business plans;
7. Providing advice on effectiveness of assessment instruments and assisting in development or choice of proper instruments;
8. Advising manager of organizational policy;
9. Assisting manager in appropriate sequencing and application of merit criteria;
10. Providing advice, guidance, and assistance on review of decision and impact of change, if any;
11. Creating departmental staffing report (s) including preparation, data gathering, interviews, and monitoring staffing report and various activities;
12. Performing activities including recourse, appeals, early intervention process, and alternative dispute resolutions for staffing purposes;
13. Extending job offers and establishing starting salaries;
14. Developing or assisting in developing strategies and plans (i.e. staffing or resourcing);
15. Developing monitoring framework and implementing and conducting monitoring;
16. Developing and reviewing appointment sub-delegation instruments, the sub-delegation process and the supporting tools (i.e. tables, sub-delegation certificates);
17. Conducting environmental and statistical reviews;
18. Reviewing organizational needs and business needs to assist in the identification of the appropriate staffing strategy or plans (including links to other plans such as the Employment Equity and Diversity Plan and the Official Languages Plan);
19. Providing advice and recommendations in regards to addressing staffing and recruitment challenges considering organizational strategies and plans;
20. Developing and implementing recruitment and employment strategies;
21. Providing advice and recommendations in selecting the choice of appointment process;
22. Preparing and conducting recruitment and staffing processes on behalf of management. This may include any or any grouping of the following activities:
    - making recommendations on the staffing process type to be undertaken;
    - drafting and finalizing the statement of merit criteria;
    - developing and preparing the assessment guide, tools and process;
    - drafting and finalizing the advertisements;
    - coordinating and participating in the assessment of priorities, and the screening and assessments of candidates;
    - coordinating and administrating tests, interviews; coordinating and completing the reference check etc; and
    - compiling and preparing the final board reports and finalizing the results of the processes (such as establishing pools of candidates).
23. Planning, developing, coordinating and administrating various staffing and staffing related initiatives such as job fairs, collective staffing and targeted Recruitment initiatives;
24. Providing operational staffing services to a group of client managers;

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25. Providing advice and guidance to managers on staffing investigations, audits and Public Service Staffing Tribunal Complaints;
26. Developing staffing policies, guidelines, procedures, and tool;
27. Providing monitoring and reporting activities with respect to staffing within the organization or for central agencies;
28. Drafting staffing report(s) including the preparation, data and information gathering, interviews, drafting of documentation;
29. Developing information and learning sessions or events for managers, employees or staffing experts;
30. Reviewing employees' or candidates' qualifications to address redeployment or placement of personnel;
31. Developing a framework or process for pool management and coordinate the management of a pool;
32. Advising managers and employees on staffing policies and procedures; and
33. Providing mentoring, tutoring or coaching assistance on staffing.

Staffing Consultant **FLEXIBLE GRID**		
Levels of Expertise		
Senior		**Minimum 100 pts**
Intermediate		**Minimum 80 pts**
Junior		**Minimum 65 pts**
Relevant Education to the Consultant Category		
University (PhD, Graduate, Undergraduate, degree).		35 pts
College or CEGEP Diploma / Certificate.		25 pts
Professional Certification		
Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	15 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	55 pts
≥10 yrs	120 + months	65 pts

2.14 Subject Matter Expert (Service Management)

The required services may include, but are not limited to the following:

1. Providing orientation on their field of expertise to a range of target groups (e.g. program managers, evaluators, corporate planners) including details on key issues in the field and details on best practices in terms of performance measurement and evaluation in those fields;
2. Advising on the design of new or adequacy of existing a) performance measurement frameworks in support of departmental Strategic Outcomes and Program Activity Architectures or b) performance measurement strategies in support of program monitoring and evaluation, including identifying appropriate performance measures and related technical elements (e.g. performance metrics and targets, data sources, and frequencies for data collection) in accordance with Treasury Board policies and Treasury Board Secretariat guidance and directives;
3. Advising on the capacities, skills and resources needed in federal organizations to create, implement and maintain on-going performance measurement systems at the level of the organization as a whole or at the program, initiative or project level;
4. Advising on conceptual frameworks, methodological approaches and designs for performance measurement of and evaluation of projects, programs, services, organizations/institutions, policies and initiatives in those fields;
5. Providing field-specific performance measurement advice (e.g. support managers to identify, track and report on results throughout the life cycle of projects, programs, services, policies or initiatives), including providing training or information sessions to build capacity within organization and assist program management with the collection and interpretation of performance measurement data;
6. Analyzing and/or interpreting performance data and preparing performance reports;
7. Researching field-specific performance measurement uses and practices in other jurisdictions (includes provincial and international jurisdictions);
8. Conducting comparative analysis and advising on best practices, including benchmarking performance, international comparisons and case studies;
9. Providing subject-matter advice to assist in the:
   - Assessment of the readiness of a policy, program or initiative to be evaluated;
   - Scoping and planning of specific evaluations or related studies of individual programs, policies or initiatives;
   - Preparation of logic models, program theories, literature reviews or assessment tools;
   - Constructing of work plans, including evaluation planning reports or frameworks and associated methodologies;
   - Developing, testing and implementing of evaluation methods and data collection tools;
   - Collection and analysis of relevant data (including socio-economic and statistical);
   - Assessment of relevance and performance, including impacts, efficiency and cost-effectiveness of programs, policies or initiatives;
   - Assessment of program governance and management (including assessing risk management and controls, decision-making, planning, development and implementation, transparency and accountability);
   - Developing evaluation reports containing findings, conclusions and recommendations, and undertake report validation and consultations where appropriate and requested;
   - Conducting and writing of synthesis or meta-evaluations;
   - Compilation, analysis and dissemination of findings, lessons learned and best practices;
   - Briefing of program and senior management on major results and findings, including preparation of presentations;
   - Development of other materials, documents, tools and instruments related to the work; and
   - Review of the components of evaluations such as primary and secondary data collection activities, surveys, special studies, literature or document reviews, applied statistical analysis and the development of background or analytical discussion papers on program theory and/or alternatives.
10. Validating evaluation approaches, methodologies, findings, conclusions and recommendations, using methods such as (but not limited to) validation from a technical expert standpoint;
11. Participating on peer review or similar panels for evaluations or act as an third- party reviewer of draft evaluation products;

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12. Advising on sensitivities in their specific fields (e.g. on working with groups of 'at-risk' stakeholders) and issues related to ethics and values related to performance measurement and evaluation; and
13. Facilitating connection to other key experts in the field as required for performance measurement or evaluation purposes.

Subject Matter Expert (Service Management) FLEXIBLE GRID		
Levels of Expertise		
Senior		**Minimum 75 pts**
Intermediate		**Minimum 65 pts**
Junior		**Minimum 55 pts**
Relevant Education to the Consultant Category		
Graduate degree or higher		35 pts
Undergraduate degree		25 pts
Relevant Experience in Consultant Category		
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <10 yrs	72-119 months	35 pts
≥10 yrs	120 + months	50 pts

2.14 Subject Matter Expert (Project Support)

The required services may include, but are not limited to the following:

1. Providing orientation on their field of expertise to a range of target groups (e.g. program managers, evaluators, corporate planners) including details on key issues in the field and details on best practices in terms of performance measurement and evaluation in those fields;
2. Advising on the design of new or adequacy of existing a) performance measurement frameworks in support of departmental Strategic Outcomes and Program Activity Architectures or b) performance measurement strategies in support of program monitoring and evaluation, including identifying appropriate performance measures and related technical elements (e.g. performance metrics and targets, data sources, and frequencies for data collection) in accordance with Treasury Board policies and Treasury Board Secretariat guidance and directives;
3. Advising on the capacities, skills and resources needed in federal organizations to create, implement and maintain on-going performance measurement systems at the level of the organization as a whole or at the program, initiative or project level;
4. Advising on conceptual frameworks, methodological approaches and designs for performance measurement of and evaluation of projects, programs, services, organizations/institutions, policies and initiatives in those fields;
5. Providing field-specific performance measurement advice (e.g. support managers to identify, track and report on results throughout the life cycle of projects, programs, services, policies or initiatives), including providing training or information sessions to build capacity within organization and assist program management with the collection and interpretation of performance measurement data;
6. Analyzing and/or interpreting performance data and preparing performance reports;
7. Researching field-specific performance measurement uses and practices in other jurisdictions (includes provincial and international jurisdictions);
8. Conducting comparative analysis and advising on best practices, including benchmarking performance, international comparisons and case studies;
9. Providing subject-matter advice to assist in the:
    - Assessment of the readiness of a policy, program or initiative to be evaluated;
    - Scoping and planning of specific evaluations or related studies of individual programs, policies or initiatives;
    - Preparation of logic models, program theories, literature reviews or assessment tools;
    - Constructing of work plans, including evaluation planning reports or frameworks and associated methodologies;
    - Developing, testing and implementing of evaluation methods and data collection tools;
    - Collection and analysis of relevant data (including socio-economic and statistical);
    - Assessment of relevance and performance, including impacts, efficiency and cost-effectiveness of programs, policies or initiatives;
    - Assessment of program governance and management (including assessing risk management and controls, decision-making, planning, development and implementation, transparency and accountability);
    - Developing evaluation reports containing findings, conclusions and recommendations, and undertake report validation and consultations where appropriate and requested;
    - Conducting and writing of synthesis or meta-evaluations;
    - Compilation, analysis and dissemination of findings, lessons learned and best practices;
    - Briefing of program and senior management on major results and findings, including preparation of presentations;
    - Development of other materials, documents, tools and instruments related to the work; and
    - Review of the components of evaluations such as primary and secondary data collection activities, surveys, special studies, literature or document reviews, applied statistical analysis and the development of background or analytical discussion papers on program theory and/or alternatives.
10. Validating evaluation approaches, methodologies, findings, conclusions and recommendations, using methods such as (but not limited to) validation from a technical expert standpoint;

11. Participating on peer review or similar panels for evaluations or act as an third- party reviewer of draft evaluation products;
12. Advising on sensitivities in their specific fields (e.g. on working with groups of 'at-risk' stakeholders) and issues related to ethics and values related to performance measurement and evaluation; and
13. Facilitating connection to other key experts in the field as required for performance measurement or evaluation purposes.

Subject Matter Expert (Project Support) FLEXIBLE GRID

Levels of Expertise		
Senior		**Minimum 75 pts**
Intermediate		**Minimum 65 pts**
Junior		**Minimum 55 pts**
Relevant Education to the Consultant Category		
Graduate degree or higher		35 pts
Undergraduate degree		25 pts
Relevant Experience in Consultant Category		
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <10 yrs	72-119 months	35 pts
≥10 yrs	120 + months	50 pts

2.6 Change Management Consultant

The required services may include, but are not limited to the following:

1. Designing interventions aimed at improving organizational effectiveness through system-centered change;
2. Designing interventions that improve organizational effectiveness through people-centered change and result in: bringing about change, an improved environment, greater involvement and a more responsive workforce;
3. Developing and implementing change management strategies, plans, framework;
4. Identifying change management tools and risks;
5. Providing expertise, consultative advice, guidance and coaching to build project capacity to make effective use of change management strategies and related tools;
6. Articulating the purpose of change in a manner that makes sense to staff and provides a compelling picture of the new organization;
7. Designing and conducting a change readiness assessment in order to plan and carry out a change management strategy;
8. Coaching staff on the value of their contribution within the new organization;
9. Evaluating the effectiveness of the change management initiative.
10. Developing performance measurement/evaluation frameworks;
11. Integrating performance monitoring disciplines in an organization's development or change management plan; and
12. Carrying out performance monitoring and reporting activities on change management.

Change Management Consultant **FLEXIBLE GRID**

Levels of Expertise		
Senior		**Minimum 100 pts**
Intermediate		**Minimum 80 pts**
Junior		**Minimum 65 pts**
Relevant Education to the Consultant Category		
University (PhD, Graduate, Undergraduate, degree).		35 pts
College or CEGEP Diploma / Certificate.		25 pts
Professional Certification		
Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	15 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	55 pts
≥10 yrs	120 + months	65 pts

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3.1 Project Administrator

The required services may include, but are not limited to the following:

1. Assisting project team in all management activities including financial, planning and contracting aspects;
2. Providing administrative and technical support of a clerical nature as required to a project team;
3. Assisting in performing such tasks as maintaining project documentation and records;
4. Acting as the first point of contact in a "hot-line" situation by accepting incoming calls, logging calls, attempting to resolve simple problems and following established procedures for more difficult problems;
5. Tracking project change requests;
6. Maintaining and updating relevant project information in manual and/or electronic files; project information might include such things as project activity schedule, status reports, correspondence;
7. Communicating with project management a on administrative matters related to the project;
8. Assisting in the preparation and coordination of documentation in response to scheduled and unscheduled reports, returns and observations to update management of project progress;
9. receiving incoming mail (both hard copy and e-mail), prioritizes, assesses urgency, sets deadlines;
10. developing/maintaining bring forward (BF) and other control systems for action items;
11. researching and locating background information, analyzes, extracts relevant information and writes summaries; and
12. maintaining and tracking financial transactions, enters commitments and expenditures into the projects financial budget.

Project Administrator FLEXIBLE GRID

Levels of Expertise		
Senior		**Minimum 90 pts**
Intermediate		**Minimum 70 pts**
Junior		**Minimum 55 pts**
Relevant Education to the Consultant Category		
College or CEGEP Diploma / Certificate.		30 pts
High School Diploma.		20 pts
Professional Certification		
Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	10 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	25 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	50 pts
≥10 yrs	120 + months	60 pts

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3.6 Risk Management Specialist

The required services may include, but are not limited to the following:

1. Conducting risk assessments and evaluating potential risk and losses;
2. Identifying project and procurement risks;
3. Reviewing and auditing claims;
4. Recommending alternative solutions, methodologies and strategies for risk mitigation and management;
5. Assisting in prioritization and assignment of risks;
6. Assisting in the development and/or implementation of Risk Management Plans;
7. Developing and managing the implementation of Risk Management Plans (safety programs) to identify, analyze, plan, track, evaluate and control project risks on a continuous basis throughout the project life cycle;
8. Coaching, mentoring and training project teams in risk mitigation techniques;
9. Developing and implementing business continuity plans;
10. Developing crisis and emergency communication and/or management planning strategies;
11. Reviewing the organization's insurance and risk management programs and making recommendations regarding coverage improvements, administration, loss control and financing mechanisms;
12. Providing leadership and support to the design, implementation and evaluation of clients products/services performance measures, risk management and risk mitigation strategies;
13. Documenting process improvements;
14. Preparing reports for internal or external publication (Corporate Services, Policy, Communications);
15. Liaising with and interviewing stakeholders, as required, to obtain, clarify and exchange information, in-order to co-ordinate and manage the Risk Assessment Process;
16. Identifying, confirming and documenting the risk tolerance for the process, project, program, or strategic risk and using this tolerance to guide all analysis, assessment and recommendations undertaken or produced;

17. Identifying, confirming and documenting the objectives and priorities specific to the process, project, program or strategic direction being assessed, feasibility studies;
18. Identifying relevant risks and opportunities (including, but not limited to, economic, political, operational, legal, reputation, technical, organizational, accounting, banking and social risks) that threaten the objectives and priorities;
19. Utilizing both quantitative and qualitative techniques, as appropriate, to assess the likelihood that a risk event will occur; and/or the impact if the risk event occurs;
20. Recommending a ranked-order for risks and opportunities identified;
21. Recommending and documenting suggested Risk Responses necessary to manage the likelihood and/or impact of the identified risks;
22. Performing Control Risk Assessments and analysis, which may include statistical sampling and analysis of existing controls;
23. Assisting with the on-going monitoring of risk and assisting with the implementation of risk response/mitigation strategies;
24. Preparing draft and finalized risk assessments, briefing notes, presentations and papers related to risk management, and developing and updating risk management plans; and
25. Providing advice with respect to risk management best practices and providing guidance and direction to assist in managing risk.

Risk Management Specialist **FLEXIBLE GRID**	
Levels of Expertise	
Senior	**Minimum 90 pts**
Intermediate	**Minimum 70 pts**
Junior	**Minimum 55 pts**
Relevant Education to the Consultant Category	
College or CEGEP Diploma / Certificate.	30 pts
High School Diploma.	20 pts
Professional Certification	

Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	10 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	25 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	50 pts
≥10 yrs	120 + months	60 pts

2.1 Business Analyst

The required services may include, but are not limited to the following:

1. Advising Senior Management on a range of issues affecting the organization's ability to achieve the project's business objectives;
2. Identifying opportunities for organizational improvement;
3. Assisting in the prioritization and assignment of organizational improvements;
4. Developing and/or implementing an organizational improvement plan, business plan, policies and standards;
5. Making recommendations and providing advice for improvements and assisting in developing solutions, scenarios and implementing recommendations;
6. Preparing and presenting findings, status and other relevant matters;
7. Collecting and analyzing information and presenting findings on complex issues, carrying out or coordinating research as required and preparing reports;
8. Identifying and researching best practices;
9. Processing problems into solutions or new opportunities/initiatives;
10. Analyzing, advising on, and implementing business processes, strategies and functions;
11. Advising on business decisions;
12. Preparing and advising on contracts structure and enforcement;
13. Leading and managing various business systems and process improvements *(e.g., initiating redesign to promote increased efficiencies and reduce overall costs, implementing improvements to automation of process);*
14. Recognizing market factors and adapting business decisions to the context of the organization's sector and industry;
15. Implementing and advising on measures to mitigate risk;
16. Facilitating ***Joint Application Development (JAD)*** session and acting as facilitator during workshops;
17. Translating the business requirements into System/Functional requirements;
18. Analyzing and documenting the business requirements and delivering work products through the life cycle;
19. Assessing the organization's capacity/capability to undertake and successfully deliver t an initiative or a change;
20. Consulting stakeholders (individually or by means of facilitating group sessions) to identify comprehensive business requirements;
21. Documenting business requirements for all stakeholders;
22. Providing support in analyzing, evaluating and controlling risks, especially related to requirements;
23. Managing the implementation of an organizational improvement plan to identify, analyze, plan, track and control organizational improvements on a continuous basis; and
24. Performing Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis when producing a business case to determine whether further investment in a project is warranted.

Business Analyst **FLEXIBLE GRID**	
Levels of Expertise	
Senior	**Minimum 100 pts**
Intermediate	**Minimum 80 pts**
Junior	**Minimum 65 pts**
Relevant Education to the Consultant Category	
College or CEGEP Diploma / Certificate.	35 pts
High School Diploma.	25 pts

Professional Certification		
Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	15 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	55 pts
≥10 yrs	120 + months	65 pts

2.8 Business Architect

The required services may include, but are not limited to the following:

1. Developing policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of data, human resources, communication facilities and management responsibilities;
2. Conducting an assessment of the project's business architecture, process and performances;
3. Recommending changes to improve operational performance;
4. Ensuring consistency and integration with the organization's and government architectures and business strategies;
5. Evaluating the feasibility of the architecture and technologies related to a business change;
6. Developing principles of operation and concept of operations;
7. Identifying risks associated with the architecture and technologies and recommending risk mitigation;
8. Advising Senior Management on trends and emerging technologies and their impact on the organization's and government architectures and business strategies;
9. Recommending alternative solutions, methodologies and strategies;
10. Assisting in the prioritization and assignment of architectural improvements;
11. Managing the development and implementation of an architectural improvement plan; and
12. Coaching, mentoring and training the organization on business architecture.

Business Architect **FLEXIBLE GRID**		
Levels of Expertise		
Senior		**Minimum 100 pts**
Intermediate		**Minimum 80 pts**
Junior		**Minimum 65 pts**
Relevant Education to the Consultant Category		
College or CEGEP Diploma / Certificate.		35 pts
High School Diploma.		25 pts
Professional Certification		
Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	15 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	55 pts
≥10 yrs	120 + months	65 pts

2.5 Business Process Consultant

The required services may include, but are not limited to the following:

1. Reviewing existing work processes and organizational structure;
2. Analyzing existing business processes, identifying opportunities for process improvements;
3. Mapping existing processes and developing and mapping recommended new processes, changes;
4. Analyzing business functional requirements to identify information, procedures and decision flows;
5. Providing advice on key initiatives that enable the organization to deploy high-impact business processes that are focused, accountable and measurable;
6. Identifying candidate processes for re-design;
7. Prototyping potential solutions, scenarios, providing trade off information and suggesting a recommended course of action;
8. Providing advice in defining new requirements and opportunities for applying efficient and effective solutions;
9. Identifying and providing preliminary costs of potential options;
10. Providing advice in developing and integrating process and information models between processes to eliminate information and process redundancies;
11. Identifying, recommending and planning new processes;
12. Providing advice on and/or assisting in implementing new processes;
13. Identifying the required modifications to the automated processes;
14. Documenting workflow;
15. Using business, workflow and organizational tools;
16. Developing policies, procedures and guidelines;
17. Conducting reviews and developing implementation strategies;
18. Advising HR Systems groups and IT groups on discipline requirements;
19. Developing training and information sessions and mentoring on business processes; and
20. Analyzing and defining business processes related to both "As Is" and "To Be" status.

Business Process Consultant **FLEXIBLE GRID**		
Levels of Expertise		
	Senior	**Minimum 95 pts**
	Intermediate	**Minimum 70 pts**
	Junior	**Minimum 50 pts**
Relevant Education to the Consultant Category		
	College or CEGEP Diploma / Certificate.	35 pts
	High School Diploma.	25 pts
Professional Certification		
	Relevant Professional Certification	15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	10 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	25 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	50 pts
≥10 yrs	120 + months	60 pts

3.2 Project Manager

The required services may include, but are not limited to the following:

1. Planning and coordinating project management activities including financial, planning and contracting aspects;
2. Planning and organizing a project management office;
3. Giving briefings on progress and concerns of project;
4. Coordinating and preparing documentation in response to scheduled and unscheduled reports, returns and observations to update management on project progress;
5. Planning and coordinating the activities of project personnel, internal customers, contractors and other support providers;
6. Preparing formal work breakdown structure and compliance charts;
7. Producing draft plans and sections for incorporation into the Project Implementation Plan;
8. Preparing draft evaluation plans, criteria and evaluation schedules;
9. Developing, planning, analyzing, evaluating and prioritizing deliverables and requirements;
10. Defining and documenting development team objectives;
11. Determining and obtaining budgetary requirements, composition, roles, responsibilities and terms of reference for the team;
12. Planning, directing and controlling the activities of a project team within scheduled time and cost parameters;
13. Monitoring the design, implementation and operations start up of the project against established goals, objectives and milestones;
14. Reporting progress of the project on an ongoing basis and at scheduled points in the life cycle;
15. Meeting with stakeholders and other project managers and stating problems in a form capable of being solved;
16. Preparing plans, charts, tables and diagrams to assist in analyzing or displaying problems;
17. Working with a variety of project management tools;
18. Formulating and managing project plans by defining deliverables, identifying key milestones, reviewing project progress, and engaging in ongoing risk management;
19. Coordinating and directing project team(s) in order to meet project objectives for content, quality, costs, and schedules;
20. Ensuring management staff is provided with timely and accurate project information and status updates;
21. Developing project control and reporting procedures and managing changes in operational plan;
22. Conducting post project reviews/lessons learned;
23. Contributing to the organization's strategic and business planning initiatives *(e.g., identifying strategic goals and objectives and implementing initiatives to achieve them, Policy Development, Standards Development and Program Review)*;
24. Assuming leadership at the appropriate phases of planning, action, and evaluation;
25. Recognizing and taking action on opportunities to combine professional resources through partnering arrangements *(e.g., multi-disciplinary practices)*;
26. Contributing to development of organizational vision and mission; and
27. Coordinates, drafts and prepares for signature formal project documents and reports.

Project Manager **FLEXIBLE GRID**		
Levels of Expertise		
Senior		**Minimum 100 pts**
Intermediate		**Minimum 80 pts**
Junior		**Minimum 65 pts**
Relevant Education to the Consultant Category		
College or CEGEP Diploma / Certificate.		35 pts
High School Diploma.		25 pts
Professional Certification		
Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	15 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	55 pts

≥10 yrs	120 + months	65 pts

3.3 Project Leader/Executive

The required services may include, but are not limited to the following:

1. Assessing the organization's capacity/capability to undertake and successfully deliver a project in the context of the overall program or portfolio program or portfolio priorities through strategic planning;
2. Advising Senior Management on a range of issues affecting the organization's ability to achieve the project's business objectives;
3. Assisting in the prioritization and assignment of projects within the program/portfolio;
4. Managing several Senior Project Managers, each responsible for an element of the project/program/portfolio and it's associated team (e.g. project and financial management);
5. Meeting with organizational executives to ensure all organizational (internal and external) stakeholders are committed to moving forward on the project (e.g. opportunity evaluation);
6. Formulating statements of problems; establishing procedures for the development and implementation of significant, new or modified project, program or portfolio elements to solve these problems, and obtaining approval thereof;
7. Managing the implementation of a project/program/portfolio to identify, analyze, plan, track and control progress on a continuous basis;
8. Making recommendations and providing advice for improvements and assisting in developing solutions and implementing recommendations (e.g. policy development and standards development);
9. Preparing and presenting findings, status and other relevant matters;
10. Overseeing the development of a Project Business Case (e.g. business planning and program review);
11. Managing Program changes in accordance with the change management process;
12. Motivating the team to ensure commitment to the program's objectives specifying the general requirements of the project;
13. Developing project alternatives and identifying their administrative, economic, and technical feasibility and practicality; and associated policy and organizational change requirements;
14. Planning, directing, and controlling the activities of a project team within scheduled time and cost parameters;
15. Producing overall project plans and obtaining approval of preliminary analysis;
16. Updating and providing briefings to upper management on progress and concerns of the project.

Project Leader/Executive **FLEXIBLE GRID**		
Levels of Expertise		
Senior		**Minimum 100 pts**
Intermediate		**Minimum 80 pts**
Junior		**Minimum 65 pts**
Relevant Education to the Consultant Category		
College or CEGEP Diploma / Certificate.		35 pts
High School Diploma.		25 pts
Professional Certification		
Relevant Professional Certification		15 pts
Relevant Experience in Consultant Category		
≥1 yr and <2 yrs	12-23 months	10 pts
≥2 yrs and <4 yrs	24-47 months	20 pts
≥4 yrs and <6 yrs	48-71 months	30 pts
≥6 yrs and <8 yrs	72-95 months	35 pts
≥8 yrs and <10 yrs	96-119 months	55 pts
≥10 yrs	120 + months	65 pts

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APPENDIX C TO ANNEX A

Mandatory Technical Criteria

The proposed resource(s) must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

The resource(s) which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

1.1a 3.8 FINANCIAL SPECIALIST (Senior Level)

#	MANDATORY REQUIREMENTS	Bidder Description (include page number reference)	Bidder Self Score: Met / Not Met	CBSA Project Authority Scoring and comments**	
				Met/ Not Met	Comments**
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Financial Specialist as required as per the TSPS Flexible Grid for the consultant category 3.8 Financial Specialist. The flexible Grid can be found at Appendix B to Annex A		YES ☐ NO ☐		
M.2	The Bidder must demonstrate that the proposed resource has a degree in		YES ☐		

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#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score:** **Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
	accounting, finance or commerce from a recognized post-secondary institution. Proof of a degree must be provided.		**NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has a minimum of five 5 years of experience in the last 15 years in planning project finances, expenditures analysis and providing advice on resource utilization.		**YES** ☐ **NO** ☐		
M.4	The Bidder must demonstrate that the proposed resource has a minimum of 5 years' experience in the last 15 years, developing and implementing financial management policies and procedures relating to any 3 of the 6 following areas in an organization in excess of 3,000 staff: 1. preparation of estimates; 2. budget forecasting; 3. costing; 4. financial planning; 5. internal control and accounting; or 6. integrated business planning.		**YES** ☐ **NO** ☐		
M.5	The Bidder must demonstrate that the proposed resource has a minimum of 5 years' experience in the last 10 years, working in a Federal or Provincial Government organization in a financial management capacity.		**YES** ☐ **NO** ☐		

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1.1b 3.8 FINANCIAL SPECIALIST (Intermediate Level)

#	MANDATORY REQUIREMENTS	Bidder Description (include page number reference)	Bidder Self Score: Met / Not Met	CBSA Project Authority Scoring and comments**	
				Met/ Not Met	Comments**
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Financial Specialist as required as per the TSPS Flexible Grid for the consultant category 3.8 Financial Specialist. The flexible Grid can be found at Appendix B to Annex A		YES ☐ NO ☐		
M.2	The Bidder must demonstrate that the proposed resource has a diploma or degree in accounting, finance or commerce from a recognized post-secondary institution. Proof of a diploma or degree must be provided.		YES ☐ NO ☐		
M.3	The Bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 15 years in planning project finances, expenditures analysis and providing advice on resource utilization.		YES ☐ NO ☐		

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#	MANDATORY REQUIREMENTS	Bidder Description (include page number reference)	Bidder Self Score: Met / Not Met	CBSA Project Authority Scoring and comments**	
				Met/ Not Met	Comments**
M.4	The Bidder must demonstrate that the proposed resource has a minimum of 3 years' experience in the last 15 years, developing and implementing financial management policies and procedures relating to any 3 of the 6 following areas in an organization in excess of 3,000 staff: 1. preparation of estimates; 2. budget forecasting; 3. costing; 4. financial planning; 5. internal control and accounting; or 6. integrated business planning.		**YES** ☐ **NO** ☐		
M.5	The Bidder must demonstrate that the proposed resource has a minimum of 3 years' experience in the last 10 years, working as a Consultant or government employee in a Federal or Provincial Government organization in a financial management capacity.		**YES** ☐ **NO** ☐		

1.2.a 2.13 PERFORMANCE MEASUREMENT CONSULTANT (Senior Level)

#	MANDATORY REQUIREMENTS	Bidder Description (include page number	Bidder Self Score:	CBSA Project Authority Scoring and comments**

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		reference)	**Met / Not Met**	**Met/ Not Met**	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Performance Measurement Consultant as required as per the TSPS Flexible Grid for the consultant category 2.13 Performance Measurement Consultant. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has experience in developing a Performance Measurement Framework including performance measurement indicators, measures, benchmarks and tools and instruments for projects or on-going assessments for at least one (1) large and complex business transformation project that utilized IT as a business enabler. The proposed resource must have worked on the project for a minimum of 3 consecutive months in the last 5 years to meet this mandatory requirement.		**YES** ☐ **NO** ☐		

M.3	The Bidder must demonstrate that the proposed resource has experience in the conduct of performance measurement or benefits realization projects through the provision of one (1) written project summary in the past two (2) years, calculated as of the issue date of a Task Authorization. Project may be on-going.		**YES** ☐ **NO** ☐		
M.4	The Bidder must provide the following information for the project summary identified in M.3 above. a) The name of the client organization for whom the work was undertaken; b) The start and end dates of the project (dates should be identified by month and year – for example March 2012 – February 2013 and should indicate the project duration – for example 12 months). Projects may be on-going; c) A brief description of the scope, intent and complexity of the project; d) The name and valid contact information (telephone number and e-mail) of a resource affiliated with the identified client organization to which the work was delivered who is able to confirm successful implementation of the uniform supply and management solution for the client, if contacted by		**YES** ☐ **NO** ☐		

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	Canada during the Task Authorization evaluation process. The named individual identified as a client contact for the cited project MUST be a resource affiliated with the identified client organization to which the work was delivered, and not a member or affiliate of the Bidder's organization or Joint Venture Partner organization, or of a sub-Bidder of the Bidder. Canada reserves the right to contact the named project client contact(s) to verify the information contained within the submitted project summaries. In the event that any one (1) cited client contact provides a negative response in regard to the veracity and accuracy of the information contained within the Bidder's submitted project summary, Canada reserves the right to deem the Bidder's proposal non-compliant, whereupon no further consideration will be given.				

1.2.b 2.13 PERFORMANCE MEASUREMENT CONSULTANT (Intermediate Level)

#	MANDATORY REQUIREMENTS	Bidder Description (include page number reference)	Bidder Self Score:	CBSA Project Authority Scoring and comments**	
			Met / Not Met	Met/ Not Met	Comments**
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Performance Measurement Consultant as required as per the TSPS Flexible Grid for		YES ☐ NO ☐		

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	the consultant category 2.13 Performance Measurement Consultant. The flexible Grid can be found at Appendix B to Annex A				
M.2	The Bidder must demonstrate that the proposed resource has experience in developing a Performance Measurement Framework including performance measurement indicators, measures, benchmarks and tools and instruments for projects or on-going assessments for at least one (1) large and complex business transformation project that utilized IT as a business enabler. The proposed resource must have worked on the project for a minimum of 3 consecutive months in the last 5 years to meet this mandatory requirement.		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has experience in the conduct of performance measurement or benefits realization projects through the provision of one (1) written project summary in the past two (2) years, calculated as of the issue date of a Task Authorization. Project may be on-going.		**YES** ☐ **NO** ☐		
M.4	The Bidder must provide the following information for the project summary identified in M.3 above.		**YES** ☐ **NO** ☐		

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	a) The name of the client organization for whom the work was undertaken; b) The start and end dates of the project (dates should be identified by month and year – for example March 2012 – February 2013 and should indicate the project duration – for example 12 months). Projects may be on-going; c) A brief description of the scope, intent and complexity of the project; d) The name and valid contact information (telephone number and e-mail) of a resource affiliated with the identified client organization to which the work was delivered who is able to confirm successful implementation of the uniform supply and management solution for the client, if contacted by Canada during the Task Authorization evaluation process. The named individual identified as a client contact for the cited project MUST be a resource affiliated with the identified client organization to which the work was delivered, and not a member or affiliate of the Bidder's organization or Joint Venture Partner organization, or of a sub-Bidder of the Bidder. Canada reserves the right to contact the named project client contact(s) to verify the				

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	information contained within the submitted project summaries. In the event that any one (1) cited client contact provides a negative response in regard to the veracity and accuracy of the information contained within the Bidder's submitted project summary, Canada reserves the right to deem the Bidder's proposal non-compliant, whereupon no further consideration will be given.				

1.3.a 3.11 COMMUNICATIONS CONSULTANT (Senior Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score:** **Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Communications Consultant as required as per the TSPS Flexible Grid for the consultant category 3.11 Communications Consultant. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has a minimum of 2 years of experience in the last 10 years in a communications role on IT based projects.		**YES** ☐ **NO** ☐		

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M.3	The Bidder must demonstrate that the proposed resource has a minimum of 5 years' experience in the last 10 years, as a consultant or employee working in a communications or public relations capacity in a Federal or Provincial Government organization.		**YES** ☐ **NO** ☐		

1.3.b 3.11 COMMUNICATIONS CONSULTANT (Intermediate Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score:** **Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Communications Consultant as required as per the TSPS Flexible Grid for the consultant category 3.11 Communications Consultant The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the **proposed resource has a minimum of 1 year of experience in the last 10 years in a communications role on IT based projects.**		**YES** ☐ **NO** ☐		

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M.3	The Bidder must demonstrate that the proposed resource has a minimum of 3 years' experience in the last 10 years, as a consultant or employee working in a communications or public relations capacity in a Federal or Provincial Government organization.		**YES** ☐ **NO** ☐		

1.4.a 3.10 TECHNICAL WRITER (Senior Level)

#	MANDATORY REQUIREMENTS	Bidder Description (include page number reference)	Bidder Self Score:	CBSA Project Authority Scoring and comments**

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			Met / Not Met	**Met/ Not Met**	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Technical Writer as required as per the TSPS Flexible Grid for the consultant category 3.10 Technical Writer. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has at least 12 months of experience engaging stakeholders to elicit, document and obtain approval of requirements in the last 10 years.		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has drafted and provided at least one briefing and one presentation to senior management in the last 10 years.		**YES** ☐ **NO** ☐		
M.4	The Bidder must demonstrate that the proposed resource has a minimum of 2 years of experience in the last 5 years developing project related documentation for IM/IT-enabled projects.		**YES** ☐ **NO** ☐		

1.4.b 3.10 TECHNICAL WRITER (Intermediate Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number**	**Bidder Self Score:**	**CBSA Project Authority Scoring and comments****

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		reference)	**Met / Not Met**	**Met/ Not Met**	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Technical Writer as required as per the TSPS Flexible Grid for the consultant category 3.10 Technical Writer. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has at least 6 months of experience engaging stakeholders to elicit, document and obtain approval of requirements in the last 10 years.		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has drafted and provided at least one briefing or presentation to senior management in the last 10 years.		**YES** ☐ **NO** ☐		
M.4	The Bidder must demonstrate that the proposed resource has a minimum of 1 years of experience in the last 5 years developing project related documentation for IM/IT-enabled projects.		**YES** ☐ **NO** ☐		

1.5.a 1.8 STAFFING CONSULTANT (Senior Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****

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M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Staffing Consultant as required as per the TSPS Flexible Grid for the consultant category 1.8 Staffing Consultant. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 15 years in the Federal Government Human Resources staffing process including any or any grouping of the following activities: 1. making recommendations on the staffing process type to be undertaken; 2. drafting and finalizing the statement of merit criteria; 3. developing and preparing the assessment guide, tools and process; 4. compiling and preparing the final board reports and finalizing the results of the processes (such as establishing pools of candidates).		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 15 years in the Federal Government responsible for all of the following; 1. reviewing organizational needs and business needs,		**YES** ☐ **NO** ☐		

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	2. developing demographic information, 3. assisting in the identification of the appropriate staffing strategy or plans to meet HR needs, and 4. Reporting to and advising senior management on the above.				

1.5.b 1.8 STAFFING CONSULTANT (Intermediate Level)

Note: The Staffing Consultant resource will be situated within the Travellers Directorate and will be required to liaise and coordinate staffing actions between the Directorate's internal management and the Human Resources organization on various staffing issues.

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Staffing Consultant as required as per the TSPS Flexible Grid for the consultant category 1.8 Staffing Consultant. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 15 years in the Federal Government Human Resources staffing process including any or any grouping of the following activities:		**YES** ☐ **NO** ☐		

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	1. making recommendations on the staffing process type to be undertaken; 2. drafting and finalizing the statement of merit criteria; 3. developing and preparing the assessment guide, tools and process; 4. compiling and preparing the final board reports and finalizing the results of the processes (such as establishing pools of candidates).				
M.3	The Bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 15 years in the Federal Government responsible for all of the following: 1. reviewing organizational needs and business needs, 2. developing demographic information, 3. assisting in the identification of the appropriate staffing strategy or plans to meet HR needs, and 4. Reporting to and advising senior management on the above.		**YES** ☐ **NO** ☐		

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1.6.a **2.14 SUBJECT MATTER EXPERT (SERVICE MANAGEMENT)** **(Senior Level)**

#	MANDATORY REQUIREMENTS	Bidder Description (include page	Bidder	CBSA Project Authority Scoring and

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M.4	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 15 years in all of the following: 1. Defining and confirming Business Requirements, Business Use Cases and Business Rules~~,~~ 2. determining budgetary requirements, 3. creating and maintaining Service Level Agreements		**YES** ☐ **NO** ☐		
M.5	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 15 years designing and conducting gap analyses in order to plan and meet the objectives for achieving IT service enhancements and the integration of other concurrent and related IT initiatives.		**YES** ☐ **NO** ☐		

1.6.b 2.14 SUBJECT MATTER EXPERT (SERVICE MANAGEMENT) (Intermediate Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****

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M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Subject Matter Expert (Service Management– as defined in section 1.6 of the Statement of Work) as required as per the TSPS Flexible Grid for the consultant category 2.14, Subject Matter Expert (Service Management) The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 15 years developing and recommending IT implementation plans to senior management to provide operational IT Service Management (SM) readiness.		**YES** ☐ **NO** ☐		
M.3	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 15 years creating and maintaining an IT service management roadmap, services enhancement vision/strategy and Service Directory.		**YES** ☐ **NO** ☐		
M.4	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 15 years in all of the following: 1. Defining and confirming Business Requirements, Business Use Cases and Business Rules~~,~~ 2. determining budgetary requirements, 3. creating and maintaining Service Level Agreements		**YES** ☐ **NO** ☐		

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M.5	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience in the last 15 years designing and conducting gap analyses in order to plan and meet the objectives for achieving IT service enhancements and the integration of other concurrent and related IT initiatives.		**YES** ☐ **NO** ☐		

1.7.a 2.14 SUBJECT MATTER EXPERT (PROJECT SUPPORT) (Senior Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Subject Matter Expert as required as per the TSPS Flexible Grid for the consultant category 2.14, Subject Matter Expert The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		

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M.2	The Bidder must demonstrate that the proposed resource has experience as a Subject Matter Expert (Project Support– as defined in section 1.7 of the Statement of Work) on at least 1 project within the last 6 years from the issue date of this TA on one large business transformation project or program that utilized IT as a business enabler. For project experience to qualify, the resource must have worked on each project for a minimum of 12 consecutive months. Project may be on-going.		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has a minimum of six (6) consecutive months of experience within the last 10 years on a project assessing and synthesizing information related to complex project issues or risks; and supporting and/or facilitating the project/program to maximize opportunities for project success on one (1) business transformation project that utilized IT as a business enabler.		**YES** ☐ **NO** ☐		
M.4	The bidder must demonstrate that the proposed resource possesses a valid certification in project management in at least one of the following from a formally recognized project management body. 1. PMI's Project Management Professional (PMP) 2. PRINCE2 3. Certified associate in project management (CAPM) 4. CompTIA Project+		**YES** ☐ **NO** ☐		

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	5. Master Project Administrator(MPM) 6. Certified Project Administrator(CPM) 7. Associate in Project Management (APM) 8. Professional in Project Management (PPM) A copy of the certificate must be provided.				

1.7.b 2.14 SUBJECT MATTER EXPERT (PROJECT SUPPORT) (Intermediate Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Subject Matter Expert as required as per the TSPS Flexible Grid for the consultant category 2.14, Subject Matter Expert The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		

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M.2	The Bidder must demonstrate that the proposed resource has experience as a Subject Matter Expert (Project Support– as defined in section 1.7 of the Statement of Work) on at least 1 project within the last 6 years from the issue date of this TA on one large business transformation project or program that utilized IT as a business enabler. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months. Project may be on-going.		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has a minimum of three (3) consecutive months of experience within the last 10 years on a project assessing and synthesizing information related to complex project issues or risks; and supporting and/or facilitating the project/program to maximize opportunities for project success on one (1) business transformation project that utilized IT as a business enabler.		**YES** ☐ **NO** ☐		
M.4	The bidder must demonstrate that the proposed resource possesses a valid certification in project management in at least one of the following from a formally recognized project management body. 1. PMI's Project Management Professional (PMP) 2. PRINCE2 3. Certified associate in project management (CAPM) 4. CompTIA Project+		**YES** ☐ **NO** ☐		

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	5. Master Project Administrator(MPM) 6. Certified Project Administrator(CPM) 7. Associate in Project Management (APM) 8. Professional in Project Management (PPM) A copy of the certificate must be provided.				

1.8.a 2.6 CHANGE MANAGEMENT CONSULTANT (Senior Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Change Management Consultant as required as per the TSPS Flexible Grid for the consultant category 2.6 Change Management Consultant The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		

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M.2	The Bidder must demonstrate that the proposed resource has experience as a Change Management Consultant on one (1) large business transformation project within the last 5 years where the resource performed this role for a minimum of 6 consecutive months on the project.		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has experience as a Change Management Consultant on one (1) large business transformation project within the last 10 years that utilized IT as a business enabler where the resource performed this role for a minimum of 12 consecutive months on the project.		**YES** ☐ **NO** ☐		
M.4	The Bidder must demonstrate that the proposed resource has experience within the last 10 years in resistance management on one large IT project where there was resistance to change and the Change Management Consultant resolved the issue. The Bidder must identify the: a) resistance element b) how the resistance was overcome, c) outcome, and d) impact on the project. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.		**YES** ☐ **NO** ☐		
M.5	The Bidder must demonstrate the proposed resource's experience within the last 5 years on one large IT project developing and		**YES** ☐		

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	implementing change management plans with linkages to performance measurement. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.		**NO** ☐		

1.8.b **2.6 CHANGE MANAGEMENT CONSULTANT (Intermediate Level)**

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score:** **Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Change Management Consultant as required as per the TSPS Flexible Grid for the consultant category 2.6 Change Management Consultant The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has experience as a Change Management Consultant on one (1) large business transformation project within the last 5 years where the resource performed this role for a minimum of 6 consecutive months on the project.		**YES** ☐ **NO** ☐		

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M.3	The Bidder must demonstrate that the proposed resource has experience as a Change Management Consultant on one (1) large business transformation project within the last 10 years that utilized IT as a business enabler where the resource performed this role for a minimum of 6 consecutive months on the project.		**YES** ☐ **NO** ☐		
M.4	The Bidder must demonstrate that the proposed resource has experience within the last 10 years in resistance management on one large IT project where there was resistance to change and the Change Management Consultant resolved the issue. The Bidder must identify the: 1. resistance element 2. how the resistance was overcome 3. outcome, and 4. impact on the project. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.		**YES** ☐ **NO** ☐		
M.5	The Bidder must demonstrate the proposed resource's experience within the last 5 years on one large IT project developing and implementing change management plans with linkages to performance measurement. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.		**YES** ☐ **NO** ☐		

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1.9.a 3.1 PROJECT ADMINISTRATOR (Senior Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Project Administrator as required as per the TSPS Flexible Grid for the consultant category 3.1 Project Administrator The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has a minimum of 2 years of experience within the last 10 years in assisting management activities through financial planning, and maintaining project documentation through the life of the project.		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has experience within the last 10 years on a minimum of 2 projects tracking project change requests where the resource worked on each referenced project for a minimum of 3 consecutive months.		**YES** ☐ **NO** ☐		
M.4	The Bidder must demonstrate that the proposed resource has experience on 2 projects within the last 10 years in the development and management of project control and oversight processes, establishing project governance and service management where the resource worked on each		**YES** ☐ **NO** ☐		

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	referenced project for a minimum of 3 consecutive months.				

1.9.b 3.1 PROJECT ADMINISTRATOR (Intermediate Level)

#	MANDATORY REQUIREMENTS	Bidder Description (include page number reference)	Bidder Self Score: Met / Not Met	CBSA Project Authority Scoring and comments**	
				Met/ Not Met	Comments**
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Project Administrator as required as per the TSPS Flexible Grid for the consultant category 3.1 Project Administrator The flexible Grid can be found at Appendix B to Annex A		YES ☐ NO ☐		
M.2	The Bidder must demonstrate that the proposed resource has a minimum of 1 year		YES ☐		

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	of experience within the last 10 years in assisting management activities through financial planning, and maintaining project documentation through the life of the project.		**NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has experience within the last 10 years on a minimum of 1 project tracking project change requests where the resource worked on each referenced project for a minimum of 3 consecutive months.		**YES** ☐ **NO** ☐		
M.4	The Bidder must demonstrate that the proposed resource has experience on 1 project within the last 10 years in the development and management of project control and oversight processes, establishing project governance and service management where the resource worked on each referenced project for a minimum of 3 consecutive months.		**YES** ☐ **NO** ☐		

1.9.c 3.1 PROJECT ADMINISTRATOR (Junior Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Junior level Project Administrator as required as per the TSPS Flexible Grid for the consultant category 3.1 Project Administrator The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		

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1.10.a 3.6 RISK MANAGEMENT SPECIALIST (Senior Level)

#	MANDATORY REQUIREMENTS	Bidder Description (include page number reference)	Bidder Self Score: Met / Not Met	CBSA Project Authority Scoring and comments**	
				Met/ Not Met	Comments**
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of a Senior level Risk Management Specialist as required as per the TSPS Flexible Grid for the consultant category 3.6 Risk Management Specialist The flexible Grid can be found at Appendix B to Annex A		YES ☐ NO ☐		
M.2	The Bidder must demonstrate that the proposed resource has a minimum of 3 years' experience within the last 10 years working as a Consultant or employee in a Federal, Provincial or Municipal Government organization or Crown Corporations as a Risk Management Specialist.		YES ☐ NO ☐		

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M.3	The Bidder must demonstrate that the proposed resource has a minimum of 5 years of experience within the last 15 years assessing and verifying project risks with respect to the technical and functional requirements for implementing IT projects.		**YES** ☐ **NO** ☐		

1.10.b 3.6 RISK MANAGEMENT SPECIALIST (Intermediate Level)

#	**MANDATORY REQUIREMENTS**	**Bidder Description (include page number reference)**	**Bidder Self Score: Met / Not Met**	**CBSA Project Authority Scoring and comments****	
				Met/ Not Met	**Comments****
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Risk Management Specialist as required as per the TSPS Flexible Grid for the consultant category 3.6 Risk Management Specialist The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Bidder must demonstrate that the proposed resource has a minimum of 2 years' experience within the last 10 years working as a Consultant or employee in a Federal, Provincial or Municipal Government organization or Crown Corporations as a Risk Management Specialist.		**YES** ☐ **NO** ☐		
M.3	The Bidder must demonstrate that the proposed resource has a minimum of 3 years of experience within the last 15 years assessing and verifying project risks with respect to the technical and functional requirements for implementing IT projects.		**YES** ☐ **NO** ☐		

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1.11.a 2.1 BUSINESS ANALYST (Senior Level)

Criteria ID #	Mandatory Requirements	Contractor's Substantiation	Contractor Self-score (Met / Not Met)	CBSA Project Authority Scoring and Comments	
				Met / Not Met	Comments
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Senior level Business Analyst as required as per the TSPS Flexible Grid for the consultant category 2.1 Business Analyst. The flexible Grid can be found at Appendix B to Annex A		YES ☐ NO ☐		
M.2	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience performing business analysis of functional requirements to identify information, procedures and decision flows.		YES ☐ NO ☐		
M.3	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience developing use cases for business modelling and business requirements definition.		YES ☐ NO ☐		
M.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience in the development of project charters, plans, schedules and estimates and adhering to the constraints set within the plans.		YES ☐ NO ☐		

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M.5	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience developing process analysis and functional specifications to support the development of automated business processes.		**YES** ☐ **NO** ☐		
M.6	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience analyzing data leading to the development of data models, data dictionaries and schemas.		**YES** ☐ **NO** ☐		

1.11.B 2.1 BUSINESS ANALYST (Intermediate Level)

Criteria ID #	Mandatory Requirements	Contractor's Substantiation	Contractor Self-score (Met / Not Met)	CBSA Project Authority Scoring and Comments	
				Met / Not Met	Comments
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Business Analyst as required as per the TSPS Flexible Grid for the consultant category 2.1 Business Analyst. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience analyzing data leading		**YES** ☐		

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	to the development of data models, data dictionaries and schemas.		**NO** ☐		
M.3	The Contractor must demonstrate that the proposed resource has a post-secondary degree or diploma in one or more of the following fields of study: 1. Business Administration; 2. Commerce; or. 3. Computer Science. A copy of the degree and/or diploma must be provided.		**YES** ☐ **NO** ☐		

1.12.a 2.8 BUSINESS ARCHITECT (Senior Level)

Criteria ID #	**Mandatory Requirements**	**Contractor's Substantiation**	**Contractor Self-score (Met / Not Met)**	**CBSA Project Authority Scoring and Comments**	
				Met / Not Met	**Comments**
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Senior level Business Architect as required as per the TSPS Flexible Grid for the consultant category 2.8 Business Architect. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Contractor must demonstrate that the proposed resource has project experience with 1 project performing gap analysis		**YES** ☐		

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	between business goals and planned solutions to identify areas for project/porfolio alignment.		**NO** ☐		
M.3	The Contractor must provide a reference for the 3 most recent projects where the proposed resource was a Business Architect as defined in Section 1.12 of Appendix A to Annex A. One of the projects must have been a large IT business Transformation project that was initiated within the 5 years preceding the issue date of the applicable TA. Information for each reference must be provided as follows: i. Name; ii. Title; iii. Organization; iv. Contact information (phone number); and v. email address. To be considered responsive, the resource must have performed this role for a minimum of 6 consecutive months on the project. A project may be on-going.		**YES** ☐ **NO** ☐		
M.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience as a Business Architect, as defined in Section 1.12 of Appendix A to		**YES** ☐ **NO** ☐		

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	Annex A. in a Crown Corporation, Federal, Provincial or Municipal government.				
M.5	The Contractor must demonstrate that the proposed resource has received Certification in TOGAF 9.x or higher at Level 2. A copy of the Certification must be provided.		YES ☐ NO ☐		

1.13.a 2.5 BUSINESS PROCESS CONSULTANT (Senior Level)

Criteria ID #	Mandatory Requirements	Contractor's Substantiation	Contractor Self-score (Met / Not Met)	CBSA Project Authority Scoring and Comments	
				Met / Not Met	Comments
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Senior level Business Process Consultant as required as per the TSPS Flexible Grid for the consultant category 2.5 Business Process Consultant. The flexible Grid can be found at Appendix B to Annex A		YES ☐ NO ☐		
M.2	The Contractor must demonstrate that the proposed resource has a minimum of 5		YES ☐		

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	years' experience, within the 10 years preceding the issue date of the applicable TA, identifying and documenting potential processes for streamlining to gain efficiencies on large IT transformation projects in a federal government environment. The experience must have had been as a Business Process Consultant, as defined in Section 1.13 Appendix A to Annex A. The projects must have had a value of $10M or more.		**NO** ☐		
M.3	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of demonstrated experience within the last 15 years preceding the issue date of the applicable TA, as a Business Process Consultant, as defined in Section 1.13 of Appendix A to Annex A, where the proposed resource followed a formal methodology to deliver the following: i. Analysis of current business processes; and ii. Modelling and documenting current and to-be business processes, including data flows and business requirements.		**YES** ☐ **NO** ☐		
M.4	The Contractor must demonstrate that the proposed resource has experience on a minimum of 3 large IT Transformation Projects, within the last 10 years preceding the issue date of the applicable TA, where the resource performed all of the following for each project:		**YES** ☐ **NO** ☐		

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	i. Conducted risk assessments; and ii. Planned and delivered communications to Project Stakeholders. For the project to qualify it must have: A. A project value of at least $10M dollars Canadian (including all costs incurred by the sponsoring organization); B. A minimum duration of six (6) months; and C. The transformation impacted 10,000+ users/employees.				
M.5	The Contractor must demonstrate that the proposed resource has a post-secondary degree in Business Process design or reengineering or related diploma. A copy of the degree or diploma must be provided.		**YES** ☐ **NO** ☐		

1.13.b 2.5 BUSINESS PROCESS CONSULTANT (Intermediate Level)

Criteria ID #	Mandatory Requirements	Contractor's Substantiation	Contractor Self-score (Met / Not Met)	CBSA Project Authority Scoring and Comments	
				Met / Not Met	Comments

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M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Business Process Consultant as required as per the TSPS Flexible Grid for the consultant category 2.5 Business Process Consultant. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience, within the 5 years preceding the issue date of the applicable TA, as a Business Process Consultant in a government environment, as defined in Section 1.13 of Appendix A to Annex A, , where the proposed resource identified and documented potential processes for streamlining to gain efficiencies on large-transformation projects with project values in excess of $10M.		**YES** ☐ **NO** ☐		
M.3	The Contractor must demonstrate that the proposed resource has at least 3 years of experience, within the last 10 years preceding the issue date of the applicable TA, as a Business Process Consultant, as defined in Section 1.13 of Appendix A to Annex A, where the proposed resource followed a formal methodology to deliver the following: i. Analysis of current business processes; and ii. Modelling and documenting current and to-be business processes,		**YES** ☐ **NO** ☐		

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	including data flows and business requirements.				
M.4	The Contractor must demonstrate that the proposed resource has experience on a minimum of 2 large IT Transformation Projects, within the last 10 years preceding the issue date of the applicable TA, where the resource performed all of the following for each project: i. Conducted risk assessments; and ii. Planned and delivered communications to Project Stakeholders. For the project to qualify it must have: A. A project value of at least $10M dollars Canadian (including all costs incurred by the sponsoring organization); B. A minimum duration of 6 months; and C. The transformation impacted 10,000+ users/employees.		**YES** ☐ **NO** ☐		
M.5	The Contractor must demonstrate that the proposed resource has a post-secondary degree in Business Process design or reengineering or related diploma. A copy of the degree or diploma must be provided.		**YES** ☐ **NO** ☐		

1.14.a 3.2 PROJECT MANAGER (SENIOR Level)

Criteria ID #	Mandatory Requirements	Contractor's Substantiation	Contractor Self-score	CBSA Project Authority Scoring and Comments

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			(Met / Not Met)	**Met / Not Met**	**Comments**
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Senior level Project Manager as required as per the TSPS Flexible Grid for the consultant category 3.2 Project Manager. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the 10 years preceding the issue date of the applicable TA, supporting the delivery of projects that utilize IT as a business enabler where the resource was responsible for performing each of the following: i. change management; ii. release management; and iii. risk and issue management.		**YES** ☐ **NO** ☐		
M.3	The Contractor must demonstrate that the proposed resource has a minimum of 2 years' experience as a Project Manager in a Crown corporation, or a Federal, Provincial or Municipal Government organization, as defined in Section 1.15 of Appendix A to Annex A.		**YES** ☐ **NO** ☐		
M.4	The Contractor must demonstrate that the proposed resource has experience, within the 5 years preceding the issue date of the applicable TA, as a Project Manager, as defined in Section 1.15 of Appendix A to Annex A, on 1 large business		**YES** ☐ **NO** ☐		

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	transformation project that utilizes IT as a business enabler. To qualify, the resource must have performed this role for a minimum of 6 consecutive months on the project. *Project may be on-going.*				

1.14.b 3.2 PROJECT MANAGER (INTERMEDIATE Level)

Criteria ID #	Mandatory Requirements	Contractor's Substantiation	Contractor Self-score (Met / Not Met)	CBSA Project Authority Scoring and Comments	
				Met / Not Met	Comments

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M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Intermediate level Project Manager as required as per the TSPS Flexible Grid for the consultant category 3.2 Project Manager. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the 10 years preceding the issue date of the applicable TA, supporting the delivery of Information Technology projects in the development or implementation of each of the following areas: i. change management; ii. release management; and iii. risk and issue management.		**YES** ☐ **NO** ☐		
M.3	The Contractor must demonstrate that the proposed resource has a minimum of 1 years' experience as a Project Manager in a Crown Corporation or a Federal, Provincial or Municipal government organization, as defined in Section 1.15 of Appendix A to Annex A.		**YES** ☐ **NO** ☐		
M.4	The Contractor must demonstrate that the proposed resource has experience, within the 5 years preceding the issue date of the applicable TA, as a Project Manager, as defined in Section 13. (a) of Appendix A to Annex A, on 1 large business transformation project that utilizes IT as a business enabler.		**YES** ☐ **NO** ☐		

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	To qualify, the resource must have performed this role for a minimum of 6consecutive months on the project. *Project may be on-going.*				

1.15.a 3.3 PROJECT LEADER/EXECUTIVE (SENIOR Level)

Criteria ID #	**Mandatory Requirements**	**Contractor's Substantiation**	**Contractor Self-score (Met / Not Met)**	**CBSA Project Authority Scoring and Comments**	
				Met / Not Met	**Comments**
M.1	The Bidder must demonstrate that the proposed resource meets the minimum points requirements of an Senior level Project Leader/Executive as required as per the TSPS Flexible Grid for the consultant category 3.3 Project Leader/Executive. The flexible Grid can be found at Appendix B to Annex A		**YES** ☐ **NO** ☐		
M.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years' experience as a Project Leader / Executive, as defined in Section 1.14 of Appendix A to Annex A in a Crown corporation, or a Federal, Provincial or Municipal Government organization.		**YES** ☐ **NO** ☐		
M.3	The Contractor must demonstrate that the proposed resource has experience assessing and synthesizing information related to complex project issues or risks; and conceptualizing approaches and strategies that maximize opportunities for project success on at least 1 large business		**YES** ☐ **NO** ☐		

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	transformation project that utilizes IT as a business enabler. The proposed resource must have worked on the project for a minimum of 6 consecutive months for the project to qualify.				
M.4	The Contractor must demonstrate that the proposed resource has experience, within the 5 years preceding the issue date of the applicable TA, as a Project Leader / Executive, as defined in Section 1.14 of Appendix A to Annex A, on 1 large business transformation project that utilizes IT as a business enabler. To qualify, the resource must have performed this role for a minimum of 6 consecutive months on the project. *Project may be on-going.*		**YES** ☐ **NO** ☐		

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Point Rated Technical Criteria

The proposed resource(s) which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

The resource(s) which fail to obtain the required minimum number of points specified will not be considered for the Task Authorization issuance. Each point rated technical criterion should be addressed separately.

1.1a 3.8 FINANCIAL SPECIALIST (Senior Level)

#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring ar comments**	
					Score	Comments
R.1	The Bidder should demonstrate that the proposed resource has attained one of the following professional certifications: 1. Chartered Accountant (CA); 2. Certified General Accountant (CGA; or 3. Certified Management Accountant, or 4. Chartered Professional Accountant (CPA). Proof of the professional certification must be provided.	10	A maximum of 10 points for having any one of these certifications.			
R.2	The Bidder should demonstrate that the proposed resource has experience in the last 15 years in planning project finances, expenditures analysis and providing advice on resource utilization for IT based projects.	20	24 to 48 months = 5 points 49 months to 72 months = 10 points 73 months to 96 months = 15 points More than 96 months = 20 points			

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R.3	The Bidder should demonstrate that the proposed resource has experience in the last 15 years working in a Financial Management capacity within the Federal or Provincial Governments over and above the minimum five (5) years of experience identified in M5. The experience demonstrated in M5 counts towards the experience evaluated for R3.	20	61 to 72 months = 5 points 72 months to 84 months = 10 points 84 months to 96 months = 15 points More than 96 months = 20 points			
R.4	The Bidder should demonstrate that the proposed resource has **a minimum of three (3) years' experience** in the last 15 years **as a consultant or employee in a Federal Government Department or Agency in each of the following:** *a)* **Working in a financial management capacity within a Financial Policy Group;** *b)* **Corporate Accounting;** *c)* **Working in a financial management capacity working in support of a Regional Office.**	25	**Experience in a) = 10 points** **Experience in b) = 10 points** **Experience in c) = 5 points**			
R.5	The Bidder should demonstrate that the proposed resource has **project experience** in the last 10 years **in a financial management capacity on Large projects where they were an active contributor to the development of Treasury Board (TB) submissions or Memoranda to Cabinet for project funding approval.**	15	1 projects = 5 points 2 or more projects = 10 points **5 bonus points if at least one project was a large IT project**			

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R.6	The Bidder should demonstrate that the proposed resource has **experience** in the last 10 years **as a financial specialist on large IT projects which required project financial reporting to corporate finance where the resource** worked on the project for a minimum of six (6) consecutive months.	20	0 to 12 months = 0 points 13 to 24 months 5 points 25 to 36 months = 10 points 37 to 48 months = 15 points More than 48 months = 20 points			
Total Points Available	**110**					
Minimum Threshold Score To Be Responsive = 77 Points						

1.1b 3.8 FINANCIAL SPECIALIST (Intermediate Level)

#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder should demonstrate that the proposed resource has attained one of the following professional certifications: 1. Chartered Accountant (CA); 2. Certified General Accountant (CGA; or 3. Certified Management Accountant 4. Chartered Professional Accountant (CPA). Proof of the professional certification must be provided.	10	A maximum of 10 points for having any one of these certifications.			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.2	The Bidder should demonstrate that the proposed resource has experience in the last 15 years in planning project finances, expenditures analysis and providing advice on resource utilization for IT based projects.	20	12 to 24 months = 5 points 25 months to 36 months = 10 points 37 months to 48 months = 15 points More than 48 months = 20 points			
R.3	The Bidder should demonstrate that the proposed resource has experience as a Consultant or employee **working in a Financial Management capacity within the Federal or Provincial Governments over and above the minimum three (3) years of experience identified in M5:** The experience demonstrated in M5 counts towards the experience evaluated for R3.	20	37 to 48 months = 5 points 49 months to 60 months = 10 points 61 months to 72 months = 15 points More than 72 months = 20 points			
R.4	The Bidder should demonstrate that the proposed resource has **a minimum of two (2) years' experience as a Consultant or employee in a Federal Government Department or Agency in each of the following:** *a)* **Working in a financial management capacity within a Financial Policy Group;** *b)* **Corporate Accounting;**	25	**Experience in a) = 10 points** **Experience in b) = 10 points** **Experience in c) = 5 points**			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
	c) **Working in a financial management capacity working in support of a Regional Office.**					
R.5	The Bidder should demonstrate that the proposed resource has **project experience** as a Consultant or government employee **in a financial management capacity on Large projects where they were an active contributor to the development of Treasury Board (TB) submissions or Memoranda to Cabinet for project funding approval.**	15	1 projects = 5 points 2 or more projects = 10 points **5 bonus points if at least one project was a large IT project**			
R.6	The Bidder should demonstrate that the proposed resource has **experience in the last 10 years** *as a* **financial specialist on large IT projects which required project financial reporting to corporate finance where the resource** worked on the project for a minimum of six (6) consecutive months.	20	0 to 12 months = 0 points 13 to 24 months 5 points 25 to 36 months = 10 points 37 to 48 months = 15 points More than 48 months = 20 points			
Total Points Available 110						
Minimum Threshold Score To Be Responsive = 66 Points						

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1.2.a 2.13 PERFORMANCE MEASUREMENT CONSULTANT (Senior Level)

#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder must demonstrate that the proposed resource has additional experience to the one (1) large and complex business transformation project that utilized IT as a business enabler referenced in M.2, in developing a Performance Measurement Framework including performance measurement indicators, measures, benchmarks and tools and instruments for projects or on-going assessments for more than one (1) large and complex business transformation project that utilized IT as a business enabler. The proposed resource must have worked on projects for a minimum of 3 consecutive months in the last 5 years to meet this requirement.	15	1 or less projects = 0 points 2 Projects = 5 points 3 Projects = 10 points 4 or more Projects = 15 points			
R.2	The Bidder should demonstrate that the proposed resource has experience in the last 15 years **as a consultant or employee** in a federal, provincial or municipal government organization as a Performance Measurement Consultant.	25	36 months or less = 0 points More than 36 months to 48 months = 5 points More than 48 months to 60 months = 10 points			

#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
			More than 60 months to 72 months = 15 points More than 72 months to 84 months = 20 points More than 84 months = 25 points			
R.3	The Bidder should demonstrate that the proposed resource holds a valid Performance Measurement or Benefits Management Certification. (Example: Managing Benefits Practitioner – Prince2 or APMG) Proof of the professional certification must be provided.	5	No certification = 0 points Approved certification = 5 points			
R.4	The Bidder should demonstrate that the proposed resource has experience in the last 10 years in implementing a Benefits Realization and Management program in the project or program environment where the resource performed this role for a minimum of 3 consecutive months on the reference project.	15	0 projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
Total Points Available 60						
Minimum Threshold Score To Be Responsive = 42 Points						

1.2.b 2.13 PERFORMANCE MEASUREMENT CONSULTANT (Intermediate Level)

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	**Comments**
R.1	The Bidder must demonstrate that the proposed resource has additional experience to the one (1) large and complex business transformation project that utilized IT as a business enabler referenced in M.2, in developing a Performance Measurement Framework including performance measurement indicators, measures, benchmarks and tools and instruments for projects or on-going assessments for more than one (1) large and complex business transformation project that utilized IT as a business enabler. The proposed resource must have worked on projects for a minimum of 3 consecutive months in the last 5 years to meet this requirement.	15	1 or less projects = 0 points 2 Projects = 5 points 3 Projects = 10 points 4 or more Projects = 15 points			
R.2	The Bidder should demonstrate that the proposed resource has experience in the last 15 years **as a consultant or employee** in a federal, provincial or municipal government organization as a Performance Measurement Consultant.	25	18 months or less = 0 points More than 18 months to 24 months = 5 points More than 24 months to 30 months = 10 points More than 30 months to 36 months = 15 points More than 36 months to 42 months = 20 points More than 42 months = 25 points			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.3	The Bidder should demonstrate that the proposed resource holds a valid Performance Measurement or Benefits Management Certification. (Example: Managing Benefits Practitioner – Prince2 or APMG) Proof of the professional certification must be provided.	5	No certification = 0 points Approved certification = 5points			
R.4	The Bidder should demonstrate that the proposed resource has experience in the last 10 years in implementing a Benefits Realization and Management program in the project or program environment where the resource performed this role for a minimum of 3 consecutive months on the reference project.	15	0 projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
Total Points Available = 60						
Minimum Threshold Score To Be Responsive = 36 Points						

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1.3.a 3.11 COMMUNICATIONS CONSULTANT (Senior Level)

#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder should demonstrate that the proposed resource has experience in the last 10 years in a communications role on IT based projects over and above the **minimum two (2) years of experience identified in M2**.	20	25 to 36 months = 5 points 37 to 48 months = 10 points 49 to 60 months = 15 points More than 60 months = 20 points			
R.2	The Bidder should demonstrate that the proposed resource has **experience as a consultant or employee** working in a communications or public relations capacity in a Federal or Provincial Government organization **over and above the minimum years of experience identified in M.3.** The experience demonstrated in M3 counts towards the total number of months.	20	More than 60 months to 72 months = 5 points 72months to 84 months = 10 points 84 months to 96 months = 15 points More than 96 months = 20 points			
R.3	The Bidder should demonstrate that the proposed resource has an undergraduate or graduate degree or diploma from a recognized post-secondary institution. Proof of a degree must be provided.	10	Has degree = 10 points			
R.4	The Bidder should demonstrate that the proposed resource has **project experience as an active contributor as a Communications Specialist in the development of Treasury Board (TB)**	5	**1 TB submission or MC = 5 points**			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	submission or Memorandum to Cabinet (or provincial government equivalent) for project funding approval on Large IT Projects.					
R.5	The Bidder should demonstrate that the proposed resource has experience as a Communications Specialist on large and complex business transformation projects that utilize IT as a business enabler. For project experience to qualify, the resource must have worked on the project for a minimum of 6 consecutive months.	10	0 to 12 months = 0 points More than 12 to 24 months = 5 points More than 24 months = 10 points			
R.6	The Bidder should demonstrate that the proposed resource has experience as a Communications Consultant Specialist responsible for maintaining and updating internet or intranet websites. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.	10	0 to 12 months = 0 points More than 12 to 24 months = 5 points More than 24 months = 10 points			
Total Points Available 75						
Minimum Threshold Score To Be Responsive = 52 Points						

1.3.b 3.11 COMMUNICATIONS CONSULTANT (Intermediate Level)

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.1	The Bidder should demonstrate that the proposed resource has experience in the last 10 years in a communications role on IT based projects over and above the **minimum one (1) year of experience identified in M2**.	20	13 to 24 months = 5 points 25 to 36 months = 10 points 37 to 48 months = 15 points More than 48 months = 20 points			
R.2	The Bidder should demonstrate that the proposed resource has **experience as a consultant or employee** working in a communications or public relations capacity in a Federal or Provincial Government organization **over and above the minimum years of experience identified in M.3.** The experience demonstrated in M3 counts towards the total number of months.	20	More than 36 months to 48 months = 5 points More than 48 months to 60 months= 10 points More than 60 months to 72 months = 15 points More than 72 months = 20 points			
R.3	The Bidder should demonstrate that the proposed resource has an undergraduate or graduate degree or diploma in communications from a recognized post-secondary institution. Proof of a degree or diploma must be provided.	10	No degree = 0 points Has diploma or degree = 10 points			
R.4	The Bidder should demonstrate that the proposed resource has **project experience as an active contributor as a Communications Specialist in the development of Treasury Board (TB)**	5	**1 TB submission or MC = 5 points**			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
	submission or Memorandum to Cabinet for project funding approval on Large IT Projects.					
R.5	The Bidder should demonstrate that the proposed resource has experience as a Communications Specialist on large and complex business transformation projects that utilize IT as a business enabler. For project experience to qualify, the resource must have worked on the project for a minimum of 6 consecutive months.	10	12 to 24 months = 5 points More than 24 months = 10 points			
R.6	The Bidder should demonstrate that the proposed resource has experience as a Communications Consultant Specialist responsible for maintaining and updating internet or intranet websites. For project experience to qualify, the resource must have worked on each project for a minimum of 3 consecutive months.	10	12 to 24 months = 5 points More than 24 months = 10 points			
Total Points Available 75						
Minimum Threshold Score To Be Responsive = 45 Points						

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1.4.a 3.10 TECHNICAL WRITER (Senior Level)

#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authori Scoring and comments****	
					Score	**Comments**
R.1	The Bidder should demonstrate that the proposed resource has experience in leading the drafting of Government of Canada Treasury Board Submissions or Memoranda to Cabinet within the last 15 years.	6	1 Submission = 2 points 2 Submissions = 4 points 3 or more Submissions = 6 points			
R.2	The Bidder should demonstrate that the proposed resource has experience leading the drafting of all of the following documents in the last 5 years: 1. Project Briefs, 2. Project Charters, 3. Business Cases, and 4. Project Management Plans (PMPs).	20	5 points for each type of document for a maximum total of 20 points			
R.3	The Bidder should demonstrate that the proposed resource has experience leading the drafting of Treasury Board submissions or Memoranda to Cabinet on large complex IT projects within the last 10 years.	10	1 submission = 5 points 2 or more submissions = 10 points			
	The Bidder should demonstrate that the proposed resource has experience leading the drafting	10	1 submission = 2 points			

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R.4	(design, content management, editing and production) of Treasury Board submissions for which more than one Canadian government department was a signatory within the last 10 years.		2 submissions = 5 points 3 or more submissions = 10 points			
R.5	The Bidder should demonstrate that the proposed resource has experience in documenting project deliverables (requirements, technical specifications, etc.) on large and complex business transformation projects that utilized IT as a business enabler. For project experience to qualify, the resource must have worked on the project for a minimum of 6 consecutive months within the last 10 years.	10	12 months or less = 0 points More than 12 months to 24 months = 2 points More than 24 months to 36 months = 4 points More than 36 months to 48 months = 6 points More than 48 months to 60 months = 8 points More than 60 months = 10 points			
Total Points Available 56						
Minimum Threshold Score To Be Responsive = 39 Points						

1.4.b 3.10 TECHNICAL WRITER (Intermediate Level)

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder should demonstrate that the proposed resource has experience participating in the drafting of Government of Canada Treasury Board Submissions or Memoranda to Cabinet within the last 15 years.	6	1 Submission = 2 points 2 Submissions = 4 points 3 or more Submissions = 6 points			
R.2	The Bidder should demonstrate that the proposed resource has experience participating in the drafting of all of the following documents in the last 5 years: 1. Project Briefs, 2. Project Charters, 3. Business Cases, and 4. Project Management Plans (PMPs).	20	5 points for each type of document for a maximum total of 20 points			
R.3	The Bidder should demonstrate that the proposed resource has experience participating in the drafting of Treasury Board submissions or Memoranda to Cabinet on large complex IT projects within the last 10 years.	10	1 submission= 5 points. 2 or more submissions = 10 points			
R.4	The Bidder should demonstrate that the proposed resource has experience participating in the drafting (design, content management, editing and production) of Treasury Board submissions for which more than one Canadian government	10	1 submission = 2 points 2 submissions = 5 points 3 or more submissions = 10 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	department was a signatory within the last 10 years.					
R.5	The Bidder should demonstrate that the proposed resource has experience in documenting project deliverables (requirements, technical specifications, etc.) on large and complex business transformation projects that utilized IT as a business enabler. For project experience to qualify, the resource must have worked on the project for a minimum of 6 consecutive months within the last 10 years.	10	6 months or less = 0 points More than 6 months to 12 months = 2 points More than 12 months to 18 months = 4 points More than 18 months to 24 months = 6 points More than 24 months to 30 months = 8 points More than 30 months = 10 points			
Total Points Available 56						
Minimum Threshold Score To Be Responsive = 33 Points						

1.5.a 1.8 STAFFING CONSULTANT (Senior Level)

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.1	The Bidder should demonstrate that the proposed resource has obtained a relevant Human Resources certification. Examples of these certifications are: 1. Certified Human Resources Professional (CHRP) 2. Certified Human Resources Leader (CHRL) 3. Certified Human Resources Executive 4. Appointment Framework Knowledge Test (AFKT) Designation Proof of a certification must be provided.	10	No certification = 0 points AFRK Designation = 5 points HR certification = 10 points			
R.2	The Bidder should demonstrate that the proposed resource has experience in the last 15 years over and above the minimum five (5) years identified in M.2 The experience demonstrated in M.2 counts towards the experience evaluated for R.2.	20	60 months or less = 0 points More than 60 months to 72 months = 5 points More than 72 months to 84 months = 10 points More than 84-to 96 months =15 points More than 96 months = 20 points			
R.3	The Bidder should demonstrate that the proposed resource has experience in the last 15 years in departmental staffing including data gathering, report preparation, and compliance monitoring and tracking.	20	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 48 months = 10 points More than 48 months to 60 months = 15 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
			More than 60 months = 20 points			
R.4	The Bidder should demonstrate that the proposed resource has experience developing, recommending or implementing recruitment and employment strategies.	20	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 48 months = 10 points More than 48 months to 60 months = 15 points More than 60 months = 20 points			
R.5	The Bidder should demonstrate that the proposed resource has experience with all aspects of the federal government staffing process that is required by management prior to Human Resources involvement and approval. a) Policy, b) Process, c) Delegation, d) Accountability, e) Legislative Framework	20	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 48 months = 10 points More than 48 months to 60 months = 15 points More than 60 months = 20 points			
Total Points Available 90						
Minimum Threshold Score To Be Responsive = 63 Points						

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1.5.b 1.8 STAFFING CONSULTANT (Intermediate Level)

Note: The Staffing Consultant resource will be situated within the Travellers Directorate and will be required to liaise and coordinate staffing actions between the Directorate's internal management and the Human Resources organization on various staffing issues.

#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder should demonstrate that the proposed resource has obtained a Human Resources certification. Examples of these certifications are: 1. Certified Human Resources Professional (CHRP) 2. Certified Human Resources Leader (CHRL) 3. Certified Human Resources Executive 4. Appointment Framework Knowledge Test (AFKT) Designation Proof of a certification must be provided.	10	No certification = 0 points AFRK Designation = 5 points HR certification = 10 points			
R.2	The Bidder should demonstrate that the proposed resource has experience in the last 15 years over and above the minimum three (3) years identified	20	6 months or less = 0 points More than 6 months to 12 months = 5 points			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
	in M.2. The experience demonstrated in M.2 counts towards the experience evaluated for R.2.		More than 12 months to 18 months = 10 points More than 18 to 24 months =15 points More than 24 months = 20 points			
R.3	The Bidder should demonstrate that the proposed resource has experience in the last 15 years in departmental staffing including data gathering, report preparation, and compliance monitoring and tracking.	20	6 months or less =0 points More than 6 months to 12 months = 5 points More than 12 months to 18 months = 10 points More than 18 months to 24 months = 15 points More than 24 months = 20 points			
R.4	The Bidder should demonstrate that the proposed resource has experience developing, recommending or implementing recruitment and employment strategies.	20	6 months or less =0 points More than 6 months to 12 months = 5 points More than 12 months to 18 months = 10 points More than 18 months to 24 months = 15 points More than 24 months = 20 points			
Total Points Available 70						
Minimum Threshold Score To Be Responsive = 42 Points						

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1.6.a 2.14 SUBJECT MATTER EXPERT (SERVICE MANAGEMENT) (Senior Level)

#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	**Comments**
R.1	The bidder should demonstrate that the proposed resource has experience in the last 15 years in developing and recommending implementation plans to provide operational IT Service Management (SM) readiness including **but not limited to:** a) **documenting high level processes,** b) **change management,** c) **stakeholder management** d) **Creating/contributing to an option analysis and recommending it to senior management** For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.	15	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 48 months = 10 points More than 48 months = 15 points			
R.2	The Bidder should demonstrate that the proposed resource has obtained one of the following certifications: 1. ITIL Foundation L3. 2. ITIL Intermediate Modules 3. ITIL Managing Across the Lifecycle (MALC) 4. ITIL Expert 5. ITIL Master Qualification	10	10 points will be awarded for a resource having any one of the identified ITIL certifications			
R.3	The bidder should demonstrate that the proposed resource has experience beyond the experience level identified in M.3 in maintaining an IT service	15	60 months or less = 0 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	management roadmap, services enhancement vision/strategy and Service Directory. The experience demonstrated in M3 counts towards the total number of months.		More than 60 months to 72 months = 5 points More than 72 months to 84 months = 10 points More than 84 months = 15 points			
R.4	The bidder should demonstrate that the proposed resource has experience in the last 15 years providing guidance and coaching on all aspects of service and service related efforts with IT Service Management.	15	12 months or less = 0 points More than 12 months to 24 months = 3 points More than 24 months to 36 months = 6 points More than 36 months to 48 months = 9 points More than 48 months to 60 months = 12 points More than 60 months = 15 points			
R.5	The bidder should demonstrate that the proposed resource has experience beyond the experience level identified in M.4 in the last 15 years in all of the following: a) Defining and confirming Business Requirements, Business Use Cases and Business Rules~~,~~ b) determining budgetary requirements, c) creating/maintaining Service Level Agreements The experience demonstrated in M4 counts towards the total number of months.	15	60 months or less= 0 points More than 60 months to 72 months = 3 points More than 72 months to 84 months = 6 points More than 84 months to 96 months = 9 points More than 96 months to 108 months = 12 points More than 108 months = 15 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.6	The bidder must demonstrate experience beyond the experience level identified in M.5 in the last 15 years designing and conducting gap analysis in order to plan and meet the objectives for achieving IT service enhancements and the integration of other concurrent and related IT initiatives. The experience demonstrated in M5 counts towards the total number of months.	15	60 months or less= 0 points More than 60 months to 72 months = 3 points More than 72 months to 84 months = 6 points More than 84 months to 96 months = 9 points More than 96 months to 108 months = 12 points More than 108 months = 15 points			
R.7	The bidder should demonstrate that the proposed resource has experience in the last 15 years developing and delivering presentations to senior management and stakeholder groups. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.	15	1 project = 0 points 2 or 3 projects = 5 points 4 or 5 projects = 10 points 6 or more projects = 15 points			
Total Points Available 100						
Minimum Threshold Score To Be Responsive = 70 Points						

1.6.b 2.14 SUBJECT MATTER EXPERT (SERVICE MANAGEMENT) (Intermediate Level)

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	POINT RATED CRITERIA	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.1	The bidder should demonstrate that the proposed resource has experience in the last 15 years in developing and recommending implementation plans to provide operational IT Service Management (SM) readiness including **but not limited to**: 1. **documenting high level processes,** 2. **change management,** 3. **stakeholder management** 4. **Creating/contributing to an option analysis and recommending it to senior management** For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.	15	6 months or less = 0 points More than 6 months to 12 months = 5 points More than 12 months to 24 months = 10 points More than 24 months = 15 points			
R.2	The Bidder should demonstrate that the proposed resource has obtained one of the following certifications: 1. ITIL Foundation L3. 2. ITIL Intermediate Modules 3. ITIL Managing Across the Lifecycle (MALC) 4. ITIL Expert 5. ITIL Master Qualification	10	10 points will be awarded for a resource having any one of the identified ITIL certifications			
R.3	The bidder should demonstrate that the proposed resource has experience beyond the experience level identified in M.3 in maintaining an IT service management roadmap, services enhancement vision/strategy and Service Directory.	15	36 months or less = 0 points More than 36 months to 48 months = 5 points More than 48 months to 60 months = 10 points More than 60 months			

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	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	The experience demonstrated in M3 counts towards the total number of months.		= 15 points			
R.4	The bidder should demonstrate that the proposed resource has experience in the last 15 years providing guidance and coaching on all aspects of service and service related efforts with IT Service Management.	15	6 months or less = 0 points More than 6 months to 12 months = 3 points More than 12 months to 18 months = 6 points More than 18 months to 24 months = 9 points More than 24 months to 30 months = 12 points More than 30 months = 15 points			
R.5	The bidder should demonstrate that the proposed resource has experience beyond the experience level identified in M.4 in the last 15 years in all of the following. a) Defining and confirming Business Requirements, Business Use Cases and Business Rules~~,~~ b) determining budgetary requirements, c) creating and maintaining Service Level Agreements The experience demonstrated in M.4 counts towards the total number of months.	15	6 months or less = 0 points More than 6 months to 12 months = 3 points More than 12 months to 18 months = 6 points More than 18 months to 24 months = 9 points More than 24 months to 30 months = 12 points More than 30 months = 15 points			
	The bidder must demonstrate experience beyond the experience level identified in M.5 in the last 15 years designing and conducting gap analysis in	15	36 months or less= 0 points			

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	POINT RATED CRITERIA	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.6	order to plan and meet the objectives for achieving IT service enhancements and the integration of other concurrent and related IT initiatives. The experience demonstrated in M5 counts towards the total number of months.		More than 36 months to 48 months = 3 points More than 48 months to 60 months = 6 points More than 60 months to 72 months = 9 points More than 72 months to 84 months = 12 points More than 84 months = 15 points			
R.7	The bidder should demonstrate that the proposed resource has experience in the last 15 years developing and delivering presentations to senior management and stakeholder groups. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.	15	1 project = 0 points 2 projects = 5 points 3 projects = 10 points 4 or more projects = 15 points			
Total Points Available 100						
Minimum Threshold Score To Be Responsive = 60 Points						

1.7.a 2.14 SUBJECT MATTER EXPERT (PROJECT SUPPORT) (Senior Level)

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The bidder should demonstrate that the proposed resource has experience as a Subject Matter Expert (Project Support– as defined in section 1.7 of the Statement of Work) within the last 10 years over and above the 1 project referenced in Mandatory Requirement M.2. For project experience to qualify, the resource must have worked on each project for a minimum of 12 consecutive months. The experience demonstrated in M2 counts towards the total number of projects.	10	0 or 1 project = 0 points 2 projects = 5 points 3 or more projects = 10 points			
R.2	The Bidder should demonstrate that the proposed resource has conducted project management capacity reviews of an organization's capability to manage a capital project valued at $10 Million (CDN) or more at the time of the review. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months within the last 10 years. Additional points are awarded if the reviews incorporated the TBS Organizational Project Management Capacity Assessment (OPMCA) framework.	20	0 projects = 0 points 1 Project = 5 points 2 Projects =10 points Up to 10 additional points if OPMCA framework was incorporated in the referenced projects (5 additional points per project).			
R.3	The Bidder should demonstrate that the proposed resource has experience within the last 10 years providing recommendations to Senior Management on projects where the resource	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	worked on each project(s) for a minimum of three (3) consecutive months Projects may be on-going.					
R.4	The Bidder should demonstrate that the proposed resource has experience within the last 10 years as a Subject Matter Expert (Project Support) responsible for managing stakeholder relations on projects where the proposed resource worked on each project for a minimum of three (3) consecutive months with all of the following: a) internal stakeholders, b) external government stakeholder(s), and c) external private sector stakeholder(s).	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.5	The Bidder should demonstrate that the proposed resource has experience within the last 10 years preparing the following project deliverables where the resource worked on each project for a minimum of six (6) consecutive months as the Subject Matter Expert: a) Project Dashboards, and b) Earned Value Reports	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.6	The Bidder should demonstrate that the proposed resource has experience within the last 15 years managing and providing guidance and recommendations for the design, development, test, execution, implementation and post implementation support phases on projects in excess of $5M with both internal and external stakeholders.	20	24 months or less = 0 points More than 24 months to 48 months = 5 points More than 48 months to 72 months = 10 points More than 72 months to 96 months = 15 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
			More than 96 moths = 20 points			
R.7	The Bidder should demonstrate that the proposed resource has experience within the last 10 years preparing Project Charters or Business Cases and presenting them to Senior Management where the resource worked on each project for a minimum of four (4) consecutive months.	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.8	The Bidder should demonstrate that the proposed resource has a valid professional project management certification in at least two of the following: 1. PMI's Project Management Professional (PMP) 2. PRINCE2 3. Certified associate in project management (CAPM) 4. CompTIA Project+ 5. Master Project Administrator(MPM) 6. Certified Project Administrator(CPM) 7. Associate in Project Management (APM) 8. Professional in Project Management (PPM) A copy of the certificate is required as evidence and should be provided with the bidder's response to the TA.	15	Two or more valid certifications = 15 points			
Total Points Available 125						

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
Minimum Threshold Score To Be Responsive = 87 Points						

1.7.b 2.14 SUBJECT MATTER EXPERT (PROJECT SUPPORT) (Intermediate Level)

#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.1	The bidder should demonstrate that the proposed resource has experience as a Subject Matter Expert (Project Support– as defined in section 1.7 of the Statement of Work) within the last 10 years over and above the 1 project referenced in Mandatory Requirement M.2. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months. The experience demonstrated in M2 counts towards the total number of projects.	10	0 or 1 project = 0 points 2 projects = 5 points 3 or more projects = 10 points			
R.2	The Bidder should demonstrate that the proposed resource has conducted project management capacity reviews of an organization's capability to manage a capital project valued at $5 Million (CDN) or more at the time of the review. For project experience to qualify, the resource must have worked on each project for a minimum	20	0 projects = 0 points 1 Project = 5 points 2 Projects =10 points Up to 10 additional points if OPMCA framework was incorporated in the referenced projects (5			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
	of 6 consecutive months within the last 10 years. Additional points are awarded if the reviews incorporated the TBS Organizational Project Management Capacity Assessment (OPMCA) framework.		additional points per project).			
R.3	The Bidder should demonstrate that the proposed resource has experience within the last 10 years providing recommendations to Senior Management on projects where the resource worked on each project(s) for a minimum of three (3) consecutive months. Projects may be on-going.	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.4	The Bidder should demonstrate that the proposed resource has experience within the last 10 years as a Subject Matter Expert (Project Support) responsible for managing stakeholder relations on projects where the proposed resource worked on each project for a minimum of three (3) consecutive months with all of the following: a) internal stakeholders, b) external government stakeholder(s), and c) external private sector stakeholder(s).	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.5	The Bidder should demonstrate that the proposed resource has experience within the last 10 years preparing the following project deliverables where the resource worked on each project for a minimum of six (6) consecutive months as the Subject Matter Expert:	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
	a) Project Dashboards, and b) Earned Value Reports					
R.6	The Bidder should demonstrate that the proposed resource has experience within the last 15 years managing and providing guidance and recommendations for the design, development, test, execution, implementation and post implementation support phases on projects in excess of $2M with both internal and external stakeholders.	20	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 36 months = 10 points More than 36 months to 48 months = 15 points More than 48 months = 20 points			
R.7	The Bidder should demonstrate that the proposed resource has experience within the last 10 years preparing Project Charters or Business Cases and presenting them to Senior Management where the resource worked on each project for a minimum of four (4) consecutive months	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.9	The Bidder should demonstrate that the proposed resource has a valid professional project management certification in at least two of the following: 1. PMI's Project Management Professional (PMP) 2. PRINCE2 3. Certified associate in project management (CAPM) 4. CompTIA Project+ 5. Master Project Administrator(MPM) 6. Certified Project Administrator(CPM) 7. Associate in Project Management (APM)	15	Two or more valid certifications = 15 points			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
	8. Professional in Project Management (PPM) A copy of the certificate must be provided.					
Total Points Available 125						
Minimum Threshold Score To Be Responsive = 75 Points						

1.8.a 2.6 CHANGE MANAGEMENT CONSULTANT (Senior Level)

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder should demonstrate that the proposed resource has experience in excess of 8 years within the last 20 years as a Change Management Consultant.	10	96 months or less = 0 points More than 96 months to 120 months = 2 points More than 120 months to 144 months = 4 points More than 144 to 168 months = 6 points More than 168 to 192 months = 8 points More than 192 months = 10 points			
R.2	The Bidder should demonstrate that the proposed resource has experience within the last 10 years over and above M2 as a Change Management Consultant on large business transformation projects where the resource performed that role for a minimum of 6 consecutive months on each project. The project demonstrated in M2 qualifies as one of the projects.	10	1 project = 0 points 2 projects = 5 points 3 or more projects = 10 points			
R.3	The Bidder should demonstrate that the proposed resource has experience within the last 10 years presenting change management plans and recommendations to Senior Management on projects where the resource worked on each of these projects for a minimum of 6 consecutive months	15	1 Project = 5 points 2 Projects = 10 points 3 Projects = 15 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	Projects may be on-going.					
R.4	The Bidder should demonstrate that the proposed resource has experience within the last 10 years as a Change Management Consultant responsible for managing change on projects where the proposed resource worked on each reference project for a minimum of 3 consecutive months as a Change Management Consultant with all of the following: 1. internal stakeholders, 2. external government stakeholder(s), and 3. external private sector stakeholder(s).	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.5	The Bidder should demonstrate that the proposed resource has a valid certification in recognized change management methodologies. Examples of recognized change management methodologies include Kotter, Prosci, and Six Sigma. A copy of the certificate must be provided.	20	1 valid Certification = 10 points 2 or more valid Certifications = 20 points			
R.6	The Bidder should demonstrate that the proposed resource has experience within the last 15 years employing a recognized change management methodology. Examples of recognized change management methodologies include Kotter, Prosci, and Six Sigma.	20	24 months or less = 0 points More than 24 months to 48 months = 5 points More than 48 months to 72 months = 10 points More than 72 months to 96 months = 15 points More than 96 months = 20 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.7	The Bidder should demonstrate that the proposed resource has experience within the last 15 years in change management including completion of at least 5 of the following tasks in each project: 1. Assessing organizational and team change readiness, 2. Assessment of current state processes and operational performance, 3. Root cause analysis, 4. Development of enterprise change strategies and change plans 5. Stakeholder assessments, 6. Sponsor evaluations and impact assessments, 7. Communication and training strategies.	20	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 36 months = 10 points More than 36 months to 48 months = 15 points More than 48 months = 20 points			
R.8	The Bidder should demonstrate that the proposed resource has relevant experience within the last 10 years as a Change Management Consultant within a public sector organization where the resource worked on each referenced project for a minimum of 3 consecutive months.	10	1 project = 5 points 2 or more projects = 10 points			
R.9	The Bidder should demonstrate that the proposed resource has experience within the last 15 years in addition to the project identified in Mandatory Requirement M.5 on large IT projects developing and implementing change management plans with linkages to performance measurement. For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months.	15	1 Project = 5 points 2 Projects = 10 points 3 Projects = 15 points			

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
	The project identified in M.5 does not count against this requirement.					
R.10	The Bidder must demonstrate that the proposed resource has experience within the last 10 years in presenting change management plans and recommendations to project stakeholders external to the senior management sponsor, on large IT projects where the resource worked on each of these projects for a minimum of 6 consecutive months. Projects may be on-going.	15	1 Project = 5 points 2 Projects = 10 points 3 Projects = 15 points			
Total Points Available = 150						
Minimum Threshold Score To Be Responsive = 105 Points						

1.8.b 2.6 CHANGE MANAGEMENT CONSULTANT (Intermediate Level)

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder should demonstrate that the proposed resource has experience has experience in excess of 2 years within the last 10 years as a Change Management Consultant.	10	24 months or less = 0 points More than 24 months to 48 months = 2 points More than 48 months to 72 months = 4 points More than 72 to 96 months = 6 points More than 96 to 120 months = 8 points More than 120 months = 10 points			
R.2	The Bidder should demonstrate that the proposed resource has experience within the last 10 years over and above M2 as a Change Management Consultant on large business transformation projects where the resource performed that role for a minimum of 6 consecutive months on each project. The project demonstrated in M2 qualifies as one of the projects.	10	1 project = 0 points 2 projects = 5 points 3 or more projects = 10 points			
R.3	The Bidder should demonstrate that the proposed resource has experience within the last 10 years presenting change management plans and recommendations to Senior Management on projects where the resource worked on each of these projects for a minimum of 6 consecutive months	15	1 Project = 5 points 2 Projects = 10 points 3 Projects = 15 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	Projects may be on-going.					
R.4	The Bidder should demonstrate that the proposed resource has experience within the last 10 years as a Change Management Consultant responsible for managing change on projects where the proposed resource worked on each reference project for a minimum of 3 consecutive months as a Change Management Consultant with all of the following: 1. internal stakeholders, 2. external government stakeholder(s), and 3. external private sector stakeholder(s).	15	1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.5	The Bidder should demonstrate that the proposed resource has a valid certification in recognized change management methodologies. Examples of recognized change management methodologies include Kotter, Prosci, and Six Sigma. A copy of the certificate is required as evidence and should be provided with the bidder's proposal.	20	1 valid Certification = 10 points 2 or more valid Certifications = 20 points			
R.6	The Bidder should demonstrate that the proposed resource has experience within the last 15 years employing a recognized change management methodology.	20	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 36 months = 10 points More than 36 months to 48 months = 15 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	Examples of recognized change management methodologies include Kotter, Prosci, and Six Sigma.		More than 48 months = 20 points			
R.7	The Bidder should demonstrate that the proposed resource has experience within the last 15 years in change management including completion of at least 5 of the following tasks in each project: 1. Assessing organizational and team change readiness, 2. Assessment of current state processes and operational performance, 3. Root cause analysis, 4. Development of enterprise change strategies and change plans 5. Stakeholder assessments, 6. Sponsor evaluations and impact assessments, 7. Communication and training strategies.	20	6 months or less = 0 points More than 6 months to 12 months = 5 points More than 12 months to 18 months = 10 points More than 18 months to 24 months = 15 points More than 24 months = 20 points			
R.8	The Bidder should demonstrate that the proposed resource has relevant experience within the last 10 years as a Change Management Consultant within a public sector organization where the resource worked on each referenced project for a minimum of 3 consecutive months.	10	0 projects = 0 points 1 project = 5 points 2 or more projects = 10 points			
R.9	The Bidder should demonstrate that the proposed resource has experience within the last 15 years in addition to the project identified in Mandatory Requirement M.5 on large IT projects developing and implementing change management plans with linkages to performance measurement.	15	0 projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 Projects = 15 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	For project experience to qualify, the resource must have worked on each project for a minimum of 6 consecutive months. The project identified in M.5 does not count against this requirement.					
R.10	The Bidder must demonstrate that the proposed resource has experience within the last 10 years in presenting change management plans and recommendations to project stakeholders external to the senior management sponsor, on large IT projects where the resource worked on each of these projects for a minimum of 6 consecutive months. Projects may be on-going.	15	0 projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 Projects = 15 points			
Total Points Available = 150						
Minimum Threshold Score To Be Responsive = 90 Points						

1.9.a 1.9 PROJECT ADMINISTRATOR (Senior Level)

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder should demonstrate the proposed resource's experience in project administration. This experience must have been within the last 15 years.	30	96 months or less = 0 points More than 96 months to 108 months = 20 points More than 108 months to 120 months = 25 points More than 120 months = 30 points			
R.2	The Bidder should demonstrate that the proposed resource has completed a Post-Secondary Education from a recognized institution in a related field of IM/IT. A copy of the certificate must be provided.	25	Points for proof of education, as follows: No diploma provided = 0 points College diploma copy provided = 15 points University degree copy provided = 25 points			
R.3	The Bidder should demonstrate that the proposed resource has experience within the last 15 years in the maintenance of a project management office.	10	12 months or less = 0 points More than 12 months to 24 months = 2 points More than 24 months to 36 months = 4 points More than 36 months to 48 months = 6 points More than 48 months to 72 months = 8			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
			More than 72 months = 10 points			
R.4	The Bidder should demonstrate that the proposed resource has experience within the last 15 years in documenting meeting notes and tracking project change requests within a program support area.	10	12 months or less= 0 points More than 12 months to 24 months = 2 points More than 24 months to 36 months = 4 points More than 36 months to 60 months = 6 points More than 60 months to 84 months = 8 points More than 84 months = 10 points			
Total Points Available 75						
Minimum Threshold Score To Be Responsive = 52 Points						

1.9.b 3.1 PROJECT ADMINISTRATOR (Intermediate Level)

#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.1	The Bidder should demonstrate the proposed resource's experience in project administration. This experience must have been within the last 15 years.	30	48 months or less = 0 points More than 48 months to 60 months = 10 points More than 60 months to 72 months = 20 points More than 72 months = 30 points			
R.2	The Bidder should demonstrate that the proposed resource has completed a Post-Secondary Education from a recognized institution in a related field of IM/IT. A copy of the certificate is required as evidence and should be provided with the bidder's response to the TA.	25	Points for proof of education, as follows: No diploma provided = 0 points College diploma copy provided = 15 points University degree copy provided = 25 points			
R.3	The Bidder should demonstrate that the proposed resource has experience within the last 15 years in the maintenance of a project management office.	10	6 months or less = 0 points More than 6 months to 12 months = 2 points More than 12 months to 18 months = 4 points More than 18 months to 24 months = 6 points More than 24 months to 30 months = 8 points More than 30 months = 10 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
R.4	The Bidder should demonstrate that the proposed resource has experience within the last 15 years in documenting meeting notes and tracking project change requests within a program support area.	10	6 months or less= 0 points More than 6 months to 12 months = 2 points More than 12 months to 18 months = 4 points More than 18 months to 24 months = 6 points More than 24 months to 30 months = 8 points More than 30 months = 10 points			
Total Points Available 75						
Minimum Threshold Score To Be Responsive = 45 Points						

1.9.c 3.1 PROJECT ADMINISTRATOR (Junior Level)

N/A (Must achieve Junior level score on Flexible Grid)

1.10.a 3.6 RISK MANAGEMENT SPECIALIST (Senior Level)

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.1	The Bidder should demonstrate that the proposed resource has experience within the last 15 years conducting risk assessments developing risk mitigation plans and performing risk management activities within Federal, Provincial or Municipal Government organizations or Crown Corporations.	25	36 months or less = 0 points More than 36 months to 60 months = 10 points More than 60 months to 84 months =15 points More than 84 months to 108 months = 20 points More than 108 months = 25 points			
R.2	The Bidder should demonstrate that the proposed resource has experience within the last 5 years presenting recommendations to clients, either at a project manager or director level where the resource worked on each referenced project for a minimum of 3 consecutive months.	20	Project Management Level = 10 points Director Level or above = 20 points			
R.3	The Bidder should demonstrate that the proposed resource has experience within the last 15 years over and above the experience required by M3, assessing and verifying project risks with respect to the technical and functional requirements for implementing IT projects. The experience demonstrated in M3 counts towards the total number of months.	20	60 months or less = 0 points More than 60 to 72 months = 5 points More than 72 to 84 months = 10 points More than 84 months to 96 months = 15 points More than 96 months = 20 points			
Total Points Available 65						

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#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
Minimum Threshold Score To Be Responsive = 45 Points						

1.10.b 3.6 RISK MANAGEMENT SPECIALIST (Intermediate Level)

#	**POINT RATED CRITERIA**	**Max Score**	**Point Grid**	**Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)**	**CBSA Project Authority Scoring and comments****	
					Score	**Comments**
R.1	The Bidder should demonstrate that the proposed resource has experience within the last 15 years conducting risk assessments developing risk mitigation plans and performing risk management activities within Federal, Provincial or Municipal Government organizations or Crown Corporations.	25	18 months or less = 0 points More than 18 months to 30 months = 10 points More than 30 months to 42 months =15 points More than 42 months to 54 months = 20 points More than 54 months = 25 points			
R.2	The Bidder should demonstrate that the proposed resource has experience within the last 5 years presenting recommendations to clients, either at a project manager or director level where the resource worked on each referenced project for a minimum of 3 consecutive months.	20	Project Management Level = 10 points Director Level or above = 20 points			
R.3	The Bidder should demonstrate that the proposed resource has experience within the last 15 years over and above the experience required by M3, assessing and verifying project risks with respect	20	36 months or less = 0 points More than 36 to 48 months = 5 points			

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#	POINT RATED CRITERIA	Max Score	Point Grid	Bidder Response and Self Score (explain how points are obtained and reference location in response against the TA)	CBSA Project Authority Scoring and comments**	
					Score	Comments
	to the technical and functional requirements for implementing IT projects. The experience demonstrated in M3 counts towards the total number of months.		More than 48 to 60 months = 10 points More than 60 months to 72 months = 15 points More than 72 months = 20 points			
Total Points Available 65						
Minimum Threshold Score To Be Responsive = 39 Points						

1.11.a 2.1 BUSINESS ANALYST (Senior Level)

Criteria ID #	Point-Rated Requirements	Max Score	Point Grid	Contractor's Substantiation and Self-score	CBSA Project Authority Scoring and Comments	
					Score	Comments
R.1	The Contractor should demonstrate that the proposed resource has over ten (10) years' experience as a Business Analyst as defined in Section 1.11 of Appendix A to Annex A. .	20	120 months or less = 0 points More than 120 months to 132 months = 4 points More than 132 months to 144 months = 8 points More than 144 months 156 months = 12 points			

			More than 156 months to 168 months = 16 points More than 168 months = 20 points			
R.2	The Contractor should demonstrate that the proposed resource has experience performing business analysis of functional requirements to identify information, procedures and decision flows, in addition to the experience required in M.2. The experience demonstrated in M.2 counts towards the number of months of experience required in R.2.	20	120 months or less= 0 points More than 120 months to 132 months = 4 points More than 132 months to 144 months = 8 points More than 144 months to 156 months = 12 points More than 156 months to 168 months = 16 points More than 168 months = 20 points			
R.3	The Contractor should demonstrate that the proposed resource has experience developing process analysis and functional specifications to support the development of automated business processes, in addition to the experience required in M.5.	10	36 months or less = 0 points More than 36 months to 60 months = 4 points			

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	The experience demonstrated in M.5 counts towards the number of months of experience required in R.3.		More than 60 months to 84 months = 6 points More than 84 months to 108 months = 8 points More than 108 months = 10 points			
R.4	The Contractor should demonstrate that the proposed resource has experience analyzing data leading to the development of data models, data dictionaries and schemas, in addition to the experience required in M.6. The experience demonstrated in M.6 counts towards the number of months of experience required in R.4.	10	36 months or less = 0 points More than 36 months to 60 months = 4 points More than 60 months to 84 months = 6 points More than 84 months to 108 months = 8 points More than 108 months = 10 points			
R.5	The Contractor should demonstrate that the proposed resource has experience meeting and presenting project goals, status and issues to senior management.	10	24 months or less = 0 points More than 24 months to 42 months = 2 points			

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			More than 42 months to 60 months = 4 points More than 60 months to 78 months = 6 points More than 78 months to 96 months = 8 points More than 96 months = 10 points			
R.6	The Contractor should demonstrate that the proposed resource has experience conducting interviews and workshops with both business and technical communities.	10	24 months or less = 0 points More than 24 months to 42 months = 2 points More than 42 months to 60 months = 4 points More than 60 months to 78 months = 6 points More than 78 months to 96 months = 8 points			

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			More than 96 months = 10 points			
Total Points Available						**80**
Required Minimum Score						**56**

1.11.B 2.1 BUSINESS ANALYST (Intermediate Level)

Criteria ID #	**Point-Rated Requirements**	**Max Score**	**Point Grid**	**Contractor's Substantiation and Self-score**	**CBSA Project Authority Scoring and Comments**	
					Score	**Comments**
R.1	The Contractor should demonstrate that the proposed resource has over five (5) years' experience as a Business Analyst as defined in Section 1.11 of Appendix A to Annex A. .	20	60 months or less = 0 points More than 60 months to 72 months = 5 points More than 72 months to 84 months = 10 points More than 84 months to 96 months = 15 points More than 96 months = 20 points			

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R.2	The Contractor should demonstrate that the proposed resource has experience gathering high level business requirements, including preparing supporting material for workshops and interviews. Each Project must have had a duration of 6 months or more.	20	0 project = 0 points 1 project = 5 points 2 projects = 10 points; 3 projects = 15 points; 4 or more projects = 20 points.			
R.3	The Contractor should demonstrate that the proposed resource has experience analyzing and making recommendations on business improvement processes and business solutions. To qualify, a Project / Assignment must be a minimum of 6 months full time duration.	20	0 projects = 0 points 1 project = 5 points 2 projects = 10 points; 3 projects = 15 points; 4 or more projects = 20 points.			
R.4	The Contractor should demonstrate that the proposed resource has experience analyzing data leading to the development of data models, data dictionaries and schemas, in addition to the experience required in M.2. The experience demonstrated in M.2 counts towards the number of months of experience required in R.4.	20	36 months or less = 0 points More than 36 months to 48 months = 5 points More than 48 months to 60 months = 10 points More than 60 months to 72			

			months = 15 points More than 72 months = 20 points			
Total Points Available						**80**
Required Minimum Score						**48**

1.12.a 2.8 BUSINESS ARCHITECT (Senior Level)

Criteria ID #	**Point-Rated Requirements**	**Max Score**	**Point Grid**	**Contractor's Substantiation and Self-score**	**CBSA Project Authority Scoring and Comments**	
					Score	**Comments**
R.1	The Contractor should demonstrate that the proposed resource has over ten (10) years' experience performing the tasks as a Business Architect as defined in Section 1.12 of Appendix A to Annex A.	25	120 months or less = 0 points More than 120 months to 132 months = 5 points More than 132 months to 144 months = 10 points More than 144 months to 156 months = 15 points More than 156 months to 168 months = 20 points			

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			More than 168 months = 25 points			
R.2	The Contractor should demonstrate that the proposed resource has experience working with, interpreting and applying Layered Enterprise Architecture Development (LEAD) Enterprise Standards.	5	12 months or less = 0 points More than 12 months = 5 points			
R.3	The Contractor should demonstrate that the proposed resource has project experience, with performing gap analysis between business goals and planned solutions to identify areas for project/porfolio alignment. .	20	0 additional projects = 0 points 1 or 2 additional projects = 5 points 3 or 4 additional projects = 10 points 5 or 6 additional projects = 15 points more than 6 additional projects = 20 points			
R.4	The Contractor should demonstrate that the proposed resource has experience as a Business Architect, as defined in Section 1.12 of Appendix A to Annex A, on large IT business transformation projects. To be considered responsive, the resource must have performed this role for a	20	0 projects = 0 points 1 or 2 projects = 5 points 3 or 4 projects = 10 points 5 or 6 projects = 15 points			

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	minimum of 6 consecutive months on the project.		>6 projects = 20 points			
R.5	The Contractor should demonstrate that the proposed resource has experience as a Business Architect, as defined in Section 1.12 of Appendix A to Annex A, in addition to the experience required in M.4. in a Crown corporation, Federal, Provincial or Municipal government The experience demonstrated in M.4 counts towards the number of months of experience required in R.5.	20	60 months or less= 0 points More than 60 months to 72 months = 5 More than 72 months to 84 months = 10 points More than 84 months to 96 months = 15 points More than 96 months to 108 = More than 108 months = 20 points			
Total Points Available						**90**
Required Minimum Score						**63**

1.13.a 2.5 BUSINESS PROCESS CONSULTANT (Senior Level)

Criteria ID #	Point-Rated Requirements	Max Score	Point Grid	Contractor's Substantiation and Self-score	CBSA Project Authority Scoring and Comments	
					Score	Comments
R.1	The Contractor should demonstrate that the proposed resource has over ten (10) years' experience as a Business Process	25	120 months or less = 0 points More than 120 months to 132			

	Consultant, as defined in Section 1.13 of Appendix A to Annex A.		months = 5 points More than 132 months to 144 months = 10 points More than 144 months 156 months = 15 points More than 156 months 168 months = 20 points More than 168months = 25 points			
R.2	The Contractor should demonstrate that the proposed resource has a Master's Degree in Business Administration (MBA) obtained through a recognized post-secondary institution. A copy of the degree must be provided.	20	The Contractor will receive twenty (20) points for an MBA			
R.3	The Contractor should demonstrate that the proposed resource has experience, within the 10 years preceding the issue date of the applicable TA, identifying and documenting potential processes for streamlining to gain efficiencies on large IT transformation projects, in addition to the experience required in M.2. The experience must have had been as a Business Process Re-Engineering	20	Less than 60 months = 0 points 60 months to 72months = 5 points More than 72 months to 84 months = 10 points More than 84 months to 96			

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	Consultant, as defined in Section 6. (a) of Appendix A to Annex A. The projects must have had a value of $10M or more. The experience demonstrated in M.2 counts towards the number of months of experience required in R.3.		months = 15 points More than 84 months = 20 points			
R.4	The Contractor should demonstrate that the proposed resource has experience, within the 2 years preceding the issue date of the applicable TA, developing material for presentations and presenting to senior government management. For each presentation the Contractor must provide the following information: i. Topic of presentation; and ii. Level of attendees (e.g. Director General).	25	0 presentations = 0 points 1 to 3 presentations = 5 points 4 to 6 presentations = 10 points 7 to 9 presentations = 15 points 10 to 12 presentations = 20 points More than 12 presentations = 25 points			
R.5	The Contractor should demonstrate that the proposed resource has experience developing and implementing a Performance Measurement Framework, including baseline Key Performance Indicators (KPIs), reporting format and dashboards, in support of a large IT	20	0 projects = 0 points 1 project = 5 points 2 projects = 10 points 3 projects = 15 points			

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	Transformation projects with project values in excess of $10M.		4 or more projects = 20 points			
R.6	The Contractor should demonstrate that the proposed resource has experience on large IT Transformation projects, with project values in excess of $10M, where the resource performed financial analytics and developed supporting cost models demonstrating value creation and cost savings.	20	0 projects = 0 points 1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4 or more projects = 20 points			
R.7	The Contractor should demonstrate that the proposed resource has received Certification in TOGAF 9.x or higher at Level 2 or TOGAF 9.x or higher at Level 1. A copy of the Certificate must be provided.	20	No TOGAF Certification = 0 points TOGAF 9.x or higher Level 1 = 10 points TOGAF 9.x or higher Level 2 = 20 points			
Total Points Available						**150**
Required Minimum Score						**105**

1.13.b 2.5 BUSINESS PROCESS CONSULTANT (Intermediate Level)

Criteria ID #	**Point-Rated Requirements**	**Max Score**	**Point Grid**	**Contractor's Substantiation and Self-score**	**CBSA Project Authority Scoring and Comments**	
					Score	**Comments**

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R.1	The Contractor should demonstrate that the proposed resource has over five (5) years' experience Business Process Consultant as defined in Section 1.13 of Appendix A to Annex A.	20	60 months or less = 0 points More than 60 months to 72 months = 5 points More than 72 months to 84 months = 10 points More than 84 months to 96 months = 15 points More than 96 months = 20 points			
R.2	The Contractor should demonstrate that the proposed resource has a Master's Degree in Business Administration (MBA) obtained through a recognized post-secondary institution. A copy of the degree must be provided.	20	The Contractor will receive twenty (20) points for an MBA			
R.3	The Contractor should demonstrate that the proposed resource has experience as a Business Process Consultant, as defined in Section 1.13 of Appendix A to Annex A, where the proposed resource identified and documented potential processes for streamlining to gain efficiencies on large IT transformation projects with project values	25	24 months or less= 0 points More than 24 to 36 months = 5 points More than 36 to 48 months = 10 points			

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	in excess of $10M in addition to the experience required in M.2. The experience demonstrated in M.2 counts towards the number of months of experience required in R.3.		More than 48 to 60 months = 15 points 60 months to 72 months = 20 points More than 72 months = 25 points			
R.4	The Contractor should demonstrate that the proposed resource has experience, within the 2 years preceding the issue date of the applicable TA, developing material for presentations and presenting to senior government management. For each presentation the Contractor will provide the following information: i. Topic of presentation; and ii. Level of attendees (e.g. Director General)	20	0 presentations = 0 points 1 to 3 presentations = 5 points 4 to 6 presentations = 10 points 7 to 9 presentations = 15 points 10 or more presentations = 20 points			
R.5	The Contractor should demonstrate that the proposed resource has experience developing and implementing a Performance Measurement Framework, including baseline Key Performance Indicators (KPIs), reporting format and dashboards, in support of large IT Transformation projects with project values in excess of $10M.	20	0 projects = 0 points 1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4 projects = 20 points			

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R.6	The Contractor should demonstrate that the proposed resource has experience on large IT Transformation projects, with project values in excess of $10M, where the resource performed financial analytics and developed supporting cost models demonstrating value creation and cost savings.	20	0 projects = 0 points 1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4 or more projects = 20 points			
Total Points Available						**125**
Required Minimum Score						**75**

1.14.a 3.2 PROJECT MANAGER (SENIOR Level)

Criteria ID #	**Point-Rated Requirements**	**Max Score**	**Point Grid**	**Contractor's Substantiation and Self-score**	**CBSA Project Authority Scoring and Comments**	
					Score	**Comments**
R.1	The Contractor should demonstrate that the proposed resource has over ten (10) years' experience as a Project Manager as defined in Section 1.15 of Appendix A to Annex A.	20	120 months or less = 0 points More than 120 months to 132 months = 4 points More than 132 months to 144			

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			months = 8 points More than 144 months to 156 months = 12 points More than 156months to 168 months = 16 points More than 168 months = 20 points			
R.2	The Contractor should demonstrate that the proposed resource has experience as a Project Manager in a Crown corporation, Federal, Provincial or Municipal government organization, as defined in Section 1.15 of Appendix A to Annex A in addition to the experience required in M.3. The experience demonstrated in M.3 counts towards the number of months of experience required in R.2.	15	24 months or less = 0 points More than 24 months to 36 months = 5 points More than 36 months to 48 months = 10 points More than 48 months to 60 months 15 points More than 60 months = 20 points			
R.3	The Contractor should demonstrate that the proposed resource has additional experience to the 1 project referenced in M.4 as a Project Manager on large business transformation projects that utilize	15	1 additional project = 5 points 2 additional projects = 10 points			

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	IT as a business enabler within the last 10 years preceding the issue date of the applicable TA. The experience demonstrated in M.4 does not count towards the number of projects required in R.3. To qualify, the resource must have performed this role for a minimum of 6 consecutive months on the project. Project may be on-going.		3 additional or more projects = 15 points			
R.4	The Contractor should demonstrate that the proposed resource has experience as a Project Manager, as defined in Section 1.15 of Appendix A to Annex A, managing stakeholder relations on projects with all of the following: i. internal stakeholders; ii. external government stakeholder(s); and iii. external private sector stakeholder(s). To be accepted, the Contractor should identify the stakeholder and the stakeholder's responsibility and provide an explanation regarding the role played by the resource in support of the stakeholder responsibility. The proposed resource must have worked on the project(s) for a minimum of six (6) consecutive months as the Project Manager for the project to qualify.	15	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			

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R.5	The Contractor should demonstrate that the proposed resource has experience in business architecture methods. Within each project summary provided, the Contractor must provide a brief description of the business architecture methodology followed and its impact on the project outcomes. For the project to qualify the proposed resource must have worked on the reference project for a minimum of six (6) consecutive months and the reference project must have a value of $10 million dollars (CDN) or more. Project may be on-going	15	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.6	The Contractor should demonstrate that the proposed resource has experience managing and providing guidance and recommendations for the entire project life cycle including planning, design, development, test, execution, implementation and post implementation support phases on a project with both internal and external stakeholders. To be accepted, the Contractor should identify the stakeholder and the stakeholder's responsibility and provide an explanation regarding the role played by the resource in support of the stakeholder responsibility.	20	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 36 months = 10 points More than 36 months to 48 months = 15 points More than 48 months = 20 points			

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	To qualify, the reference project must have a value of $10 million dollars (CDN) or more.					
R.7	The Contractor should demonstrate that the proposed resource has experience, within the 10 years preceding the issue date of the applicable TA, preparing project charters or business cases and presenting them to Senior Management. The proposed resource is to have worked on the reference project for a minimum of four (4) consecutive months for the project to qualify. Project may be on-going	15	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.8	The proposed resource should have obtained one of the following certifications: i. PMI's Project Management Professional (PMP) certification; ii. PRINCE2 certification; iii. Masters Certification in Project Management; iv. Certified Management Consultant (CMC); or v. Change Management Certification. A copy of the Certificate must be provided.	15	No demonstration of any of the certifications or educational requirements = 0 points Valid Certification = 15 points			
Total Points Available						**130**
Required Minimum Score						**91**

1.14.b 3.2 PROJECT MANAGER (INTERMEDIATE Level)

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Criteria ID #	**Point-Rated Requirements**	**Max Score**	**Point Grid**	**Contractor's Substantiation and Self-score**	**CBSA Project Authority Scoring and Comments**	
					Score	**Comments**
R.1	The Contractor should demonstrate that the proposed resource has over five (5) years' experience as a Project Manager as defined in Section 1.15 of Appendix A to Annex A.	20	60 months or less = 0 points More than 60 months to 72 months = 5 points More than 72 months to 84 months = 10 points More than 84 months to 96 months = 15 points More than 96 months = 20 points			
R.2	The Contractor should demonstrate that the proposed resource has experience as a Project Manager in a Crown Corporation or a Federal, Provincial or Municipal government organization as defined in Section 1.15 of Appendix A to Annex A in addition to the experience required in M.3. The experience demonstrated in M.3 counts towards the number of months of experience required in R.2.	15	12 months or less = 0 points More than 12 months to 18 months = 5 points More than 18 months to 24 months = 10 points More than 24 months to 30 months 15 points			

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			More than 30 months = 20 points			
R.3	The Contractor should demonstrate that the proposed resource has additional experience to the 1 project referenced in M.4 as a Project Manager on large business transformation projects that utilize IT as a business enabler. The experience must have been within the 10 years preceding the issue date of the applicable TA. To qualify, the resource must have performed this role for a minimum of 6 consecutive months on the project. Project may be on-going.	15	1 additional project = 5 points 2 additional projects = 10 points 3 or more additional projects = 15 points			
R.4	The Contractor should demonstrate that the proposed resource has experience as a Project Manager, as defined in Section 13. (a) of Appendix A to Annex A, managing stakeholder relations on projects with all of the following: i. internal stakeholders; ii. external government stakeholder(s); and iii. external private sector stakeholder(s). To be accepted, the Contractor should identify the stakeholder and the stakeholder's responsibility and provide an explanation regarding the role played by	15	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			

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	the resource in support of the stakeholder responsibility. The proposed resource must have worked on the project(s) for a minimum of six (6) consecutive months as the Project Leader / Executive for the project to qualify.					
R.5	The Contractor should demonstrate that the proposed resource has experience in business architecture methods. Within each project summary provided, the Contractor should provide a brief description of the business architecture methodology followed and its impact on the project. For the project to qualify the proposed resource must have worked on the reference project for a minimum of six (6) consecutive months and the reference project must have a value of $10 million dollars (CDN) or more.	15	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.6	The Contractor should demonstrate that the proposed resource has experience managing and providing guidance and recommendations for the entire project life cycle including planning, design, development, test, execution, implementation and post implementation support phases on a project with both internal and external stakeholders. To be accepted, the Contractor should identify the stakeholder and the stakeholder's responsibility and provide an	20	12 months or less = 0 points More than 12 months to 24 months = 5 points More than 24 months to 36 months = 10 points More than 36 months to 48			

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	explanation regarding the role played by the resource in support of the stakeholder responsibility. To qualify, the reference project must have a value of $10 million dollars (CDN) or more.		months = 15 points More than 48 months = 20 points			
R.7	The Contractor should demonstrate that the proposed resource has experience, within the last 10 years preceding the issue date of the applicable TA, preparing project charters or business cases and presenting them to Senior Management. The proposed resource is to have worked on the reference project for a minimum of four (4) consecutive months for the project to qualify.	15	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.8	The proposed resource should have obtained one of the following certifications: i. PMI's Project Management Professional (PMP) certification; ii. PRINCE2 certification; iii. Masters Certification in Project Management; iv. Certified Management Consultant (CMC); and v. Change Management Certification. A copy of the Certificate must be provided.	15	No demonstration of any of the certifications or educational requirements = 0 points Valid Certification = 15 points			
Total Points Available						**130**
Required Minimum Score						**78**

1.15.a 3.3 PROJECT LEADER/EXECUTIVE (SENIOR Level)

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Criteria ID #	**Point-Rated Requirements**	**Max Score**	**Point Grid**	**Contractor's Substantiation and Self-score**	**CBSA Project Authority Scoring and Comments**	
					Score	**Comments**
R.1	The Contractor should demonstrate that the proposed resource has over ten (10) years' experience as a Project Leader / Executive as defined in Section 1.14 of Appendix A to Annex A.	**20**	120 months or less = 0 points More than 120 to 144 months = 4 points More than 144 to 168 months = 8 points More than 168 to 192 months = 12 points More than 192 to 216 months = 16 points More than 216 months = 20 points			
R.2	The Contractor should demonstrate that the proposed resource has experience as a Project Leader / Executive in a Crown corporation, or a Federal, Provincial or Municipal Government organization, as defined in Section 1.14 of Appendix A to Annex A, in addition to the experience required in M.2. The experience demonstrated in M.2 counts towards the number of months of experience required in R.2.	**20**	60 months or less = 0 points More than 60 months to 72 months = 5 points More than 72 months to 84 months = 10 points			

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			More than 84 months to 96 months 15 points More than 96 months = 20 points			
R.3	The Contractor should demonstrate that the proposed resource has experience providing recommendations to Senior Management. The proposed resource must have worked on the project(s) for a minimum of 6 consecutive months for the project to qualify. *Projects may be on-going.*	**15**	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.4	The Contractor should demonstrate that the proposed resource has experience, within the 10 years preceding the issue date of the applicable TA, as a Project Leader / Executive, as defined in Section 1.14 of Appendix A to Annex A, on large business transformation projects that utilize IT as a business enabler, in addition to the experience required in M.4. The referenced projects must have been initiated within the 10 years preceding the issue date of the applicable TA. To qualify, the resource must have performed this role for a minimum of 6 consecutive months on the project Project may be on-going.	**15**	0 additional projects = 0 points 1 additional Project = 5 points 2 additional Projects = 10 points 3 or more additional Projects = 15 points			

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	The project demonstrated in Mandatory Requirement M.4 does not count towards the total number of projects					
R.5	The Contractor should demonstrate that the proposed resource has experience as a Project Leader / Executive, as defined in Section 1.14 of Appendix A to Annex A, managing stakeholder relations on projects with all of the following: a) internal government stakeholders; b) external government stakeholder(s); and c) external private sector stakeholder(s). To be accepted, the Contractor should identify the stakeholder and the stakeholder's responsibility and provide an explanation regarding the role played by the resource in support of the stakeholder responsibility. The proposed resource must have worked on each project for a minimum of six (6) consecutive months as the Project Leader / Executive for the project to qualify.	**15**	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.6	The Contractor should demonstrate that the proposed resource has experience in business architecture methods. To qualify the Contractor should provide a brief description of the business architecture methodology followed and its	**15**	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points			

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	impact on the project within each project summary provided For the project to qualify the proposed resource must have worked on the reference project for a minimum of six (6) consecutive months and the reference project must have a value of $10 million dollars (CDN) or more. *Projects may be on-going*		3 or more Projects = 15 points			
R.7	The Contractor should demonstrate that the proposed resource has a minimum of 1 year of experience managing and providing guidance and recommendations for the entire project life cycle including planning, design, development, test, execution / implementation and post implementation support phases on a project with both internal and external stakeholders. The Contractor should demonstrate that the proposed resource has experience leading project teams and key stakeholders. To respond to this criterion, the proposed resource should identify each project's goals and objectives, and identify the process and methodology used to provide direction. To qualify, the reference project must have a value of $10 million dollars (CDN) or more. *Projects may be on-going*	**15**	Less than 12 months = 0 points12 months to 24 months = 5 points More than 24 months to 36 months = 10 points More than 36 months = 15 points			
R.8	The Contractor should demonstrate that the proposed resource has experience, within	**15**	0 Projects = 0 points			

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	the 10 years preceding the issue date of the applicable TA, preparing project charters or business cases and presenting them to Senior Management. The proposed resource is to have worked on the reference project for a minimum of four (4) consecutive months for the project to qualify. *Projects may be on-going*		1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.9	The Contractor should demonstrate that the proposed resource has experience as a project manager, project management advisor, project management subject matter expert or project executive on a project related to any of the following: i. Border services and enforcement systems; ii. Biometrics systems; iii. Identity management systems; or iv. Immigration systems. The proposed resource must have worked on the Reference Project for a minimum of six (6) consecutive months within the ten years preceding the issue date of the applicable TA for the reference project to qualify. *Projects may be on-going*	**15**	0 Projects = 0 points 1 Project = 5 points 2 Projects = 10 points 3 or more Projects = 15 points			
R.10	The Contractor should demonstrate that the proposed resource has received Certification in TOGAF 9.x or higher at Level 2 or TOGAF 9.X or higher at Level 1 A copy of the Certificate must be provided.	**10**	No Certificate = 0 points TOGAF 9.X or higher at Level 1 = 5 points TOGAF 9.X or higher at Level 2 = 10 points			

R.11	The proposed resource should have obtained 1 of the following certifications: i. PMI's Project Management Professional (PMP) certification; ii. PRINCE2 certification; iii. Masters Certificate in Project Management; iv. Certified Management Consultant (CMC) Certification; or v. Change Management Certification. A copy of the Certificate must be included with the Contractor's response to the TA	**15**	No demonstration of any of the certifications or educational requirements = 0 points Valid Certification = 15 points			
Total Points Available						**170**
Required Minimum Score						**119**

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DEFINITIONS:

- **Benefits realization** is the pre-planning for, and ongoing management of benefits promised to be enabled by the successful implementation of an IT/IM or e-government project.
- **Business transformation** is defined as any organizational or business change (people, process and technology) that makes effective use of change management and is aligned against strategic business objectives and must demonstrate core business service change rather than merely optimizing or implementing a technology service. Hence, a business transformation must be both visible from an internal/external perspective and is directly measurable against identified business objectives.
- **Complex** is defined as a project or program that has multiple internal stakeholders and at least one stakeholder external to the corporate or government entity.
- **Experience** is defined as being either in the role of consultant or employee except as otherwise specified herein. Unless otherwise stated, experience must be within the last 15 years to qualify.
- **Financial Management Capacity** is defined as extraction of financial and non-financial information, with a view to validating and interpreting the results to be able to make or recommend financial and non-financial decisions.
- **IT Service Management** is defined as the entirety of activities - directed by policies, organized and structured in processes and supporting procedures – that are performed by an organization or part of an organization to plan, deliver, operate and control IT services offered to customers
- **Large** is defined as a project or program valued at $10 million dollars (CDN) or more
- **Maintenance** is defined as the keeping of all records and project correspondence, materials, in order and up to date
- **PPM (Project and Portfolio Management)** is defined as the centralized management of processes, methods, and technologies used by project managers and project management offices to analyze and collectively manage current or proposed projects based on numerous key characteristics.
- **Post-secondary education** is defined as a level of education that is provided at recognized academies, universities, colleges, seminaries, institutes of technology, and certain other collegiate-level institutions, such as vocational schools, trade schools, and career colleges. Degrees, diplomas and certificates in the fields of science, technology, engineering, math and business administration, which include related IM/IT or project management courses as part of their training programs, are accepted.
- **Recognized Institution** is defined as recognized by the Department of Education of any Canadian province, or for degrees obtained in a foreign country, by either of the credential assessment organizations listed on the Web site WWW.CICIC.CA
- **Related Field of IM/IT** is defined as:
  a) A field of study dealing with electronic hardware that directly supports the delivery of informatics services; or

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b) A field of study dealing with the creation and architecture of software that directly supports the delivery of informatics services; or

c) A field of study that deals with the development of infrastructure architectures solutions that supports the delivery of informatics services.

- **Senior Management** is defined as Director General or above in a Crown Corporation, Federal, Provincial or municipal government department and as Vice-President or above in the private sector.
- **Stakeholder** is defined as an individual or organization that has influence over a project's objectives and outcomes, is actively involved in the project or project oversight, and whose interests may be affected as a result of project execution or project completion.
- **Work Experience** is defined as experience gained by a resource as either an employee or a consultant.
- **Experience within the last number of months or years** is defined as the period of time immediately preceding the issue date of the Task Authorization (TA).

ANNEX B, BASIS OF PAYMENT

A- Initial Contract for a 2 years Period

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

MGIS Inc.			**INITIAL CONTRACT PERIOD: From Contract Award date to 2 years later**
	Categories	**Level of Expertise**	**Quoted Price**
1.8	Staffing Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.1	Business Analyst	Intermediate	[redacted]
		Senior	[redacted]
2.5	Business Process Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.8	Business Architect	Senior	[redacted]
2.6	Change Management Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.13	Performance Measurement Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Service Management)	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Project Support)	Intermediate	[redacted]
		Senior	[redacted]
3.1	Project Administrator	Junior	[redacted]

		Intermediate	[redacted]
		Senior	[redacted]
3.2	Project Manager	Intermediate	[redacted]
		Senior	[redacted]
3.3	Project Leader/Executive	Senior	[redacted]
3.6	Risk Management Specialist	Intermediate	[redacted]
		Senior	[redacted]
3.8	Financial Specialist	Intermediate	[redacted]
		Senior	[redacted]
3.10	Technical Writer	Intermediate	[redacted]
		Senior	[redacted]
3.11	Communications Consultant	Intermediate	[redacted]
		Senior	[redacted]

*For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

Concerning the requirements to travel described in section 11 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the CBSA Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

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B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Period (From Expiry of Contract Period 1 To 3 Year Later)

3.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

MGIS Inc.			**OPTION PERIOD 1: From expiry of Initial Contract Period to 1 year later**	**OPTION PERIOD 2: From expiry of Option Period 1 to 1 year later**	**OPTION PERIOD 3: From expiry of Option Period 2 to 1 year later**
	Categories	**Level of Expertise**	**Quoted Price**	**Quoted Price**	**Quoted Price**
1.8	Staffing Consultant	Intermediate			
		Senior			
2.1	Business Analyst	Intermediate			
		Senior			
2.5	Business Process Consultant	Intermediate			
		Senior			
2.8	Business Architect	Senior			
2.6	Change Management Consultant	Intermediate			
		Senior			
2.13	Performance Measurement Consultant	Intermediate			
		Senior			
2.14	Subject Matter Expert (Service Management)	Intermediate			

		Senior
2.14	Subject Matter Expert (Project Support)	Intermediate
		Senior
3.1	Project Administrator	Junior
		Intermediate
		Senior
3.2	Project Manager	Intermediate
		Senior
3.3	Project Leader/Executive	Senior
3.6	Risk Management Specialist	Intermediate
		Senior
3.8	Financial Specialist	Intermediate
		Senior

*For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

4.0 Cost Reimbursable Expenses

4.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

Concerning the requirements to travel described in section 11 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the CBSA Project Contracting" Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

ANNEX C, SECURITY REQUIREMENTS CHECK LIST

Government of Canada Gouvernement du Canada

RECEIVED
NOV 2 3 2015

Contract Number / Numéro du contrat
1000328445

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Canada Border Services Agency

2. Branch or Directorate / Direction générale ou Direction: Travellers Project Portfolio Directorate

3. a) Subcontract Number / Numéro du contrat de sous-traitance:

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant:

4. Brief Description of Work - Brève description du travail: To provide non-technical resources to any of the Travellers projects.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No Non ☐ Yes Oui

6. Indicate the type of access required - Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No Non ☑ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No Non ☐ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A ☐	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☐	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)

Canada

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

☑ No / Non ☐ Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☑ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐ RELIABILITY STATUS COTE DE FIABILITÉ	☐ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET - SIGINT TRÈS SECRET - SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ____________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☑ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☑ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☑ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☑ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. c) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☑ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☑ No / Non ☐ Yes / Oui

TBS/SCT 350-103 (2004/12)

Security Classification / Classification de sécurité

Canada

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Production	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
IT Media Support TI	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
IT Link Lien électronique	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité

ANNEX D, INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
e. Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
g. Employees and, if applicable, Volunteers must be included as Additional Insured.
h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

Where the Supplier is a JV, for the purposes of the SA and any related documents (including insurance certificates), Canada requires that the JV Contractor identify itself by a single name. Upon request by Canada, a JV Contractor must specify the name of the JV to the Contracting Authority.

ANNEX E, TASK AUTHORIZATION FORM

Contract Number	Enter the resulting contract number.
Task Authorization (TA) Number	Instructions to the TA Authority: Enter the number here.
Contractor's Name and Address	
Instructions to the TA Authority: Enter the name and address here.	
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:	$____________ Instructions to the TA Authority: Enter the amount here.
TA Revisions Previously Authorized	
Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter $0.00. Add rows, as needed	
TA Revision Number: ____________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $___________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: ____________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $___________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: ____________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $___________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: ____________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $___________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: ____________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $___________ Instructions to the TA Authority: Enter the amount here, as applicable.
New TA Revision	
Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter $0.00.	
TA Revision Number: ___________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $___________ Instructions to the TA Authority: Enter the amount here, as applicable.
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	$_____________ Instructions to the TA Authority: Enter the amount here, as applicable.
Contract Security Requirements (as applicable)	
This task includes security requirements. Check the applicable boxes. ☐ No ☐ Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract. Remarks: Enter the remarks, if any, or enter : "N/A".	

Required Work

Instructions to the TA Authority: The content of sections A, B, C and D below must be in accordance with the Contract. To view the instructions for Section A, click on the hyperlink.

SECTION A – Task Description of the Work Required

Instructions for Section A

SECTION B – Applicable Basis of Payment

Instructions for Section B

SECTION C - Cost Breakdown of Task

Instructions for Section C

SECTION D- Applicable Method of Payment

Instructions for Section D

Authorization - Authorization

By signing this TA, the Project Authority and CBSA Contracting Authority; or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet et l'autorité contractante ce l'ASFC; ou l'autorité contractante de TPSGC ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet ______________________________

Signature ______________________________ Date ____________

Name of CBSA Contracting Authority -
Nom de l'autorité contractante de ASFC ______________________________

Signature ______________________________ Date ____________

Name of PWGSC Contracting Authority (if required)-
Nom de l'autorité contractante de TPSGC (si requis)____

Signature ____ Date ____________________

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur
____

Signature ____ Date ____________________

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

Title - Sujet
TSPS for CBSA's TPPD Projects

Contract No. - N° du contrat
47419-178445/004/ZQ

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
1000328445

Date
August 29, 2018

Requisition Reference No. - N° de la demande
47419-178445

File No. - N° de dossier
002zq.47419-178445

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended; unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié; sauf indication contraire, les modalités du contrat demeurent les mêmes.

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
883746117PG0001
MGIS INC.
23 Ballyboy Street
Ottawa
Ontario
K2S2H1
Canada

Address Enquiries to: - Adresser toutes questions à:
Lussier, Steven J.

Buyer Id - Id de l'acheteur
002zq

Telephone No. - N° de téléphone
613-447-8992

FAX No. - N° de FAX

Increase (Decrease) - Augmentation (Diminution)
$5,000,000.00

Revised estimated cost
Coût révisé estimatif
$10,000,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

[illegible] under the Access to Information Act
ATIP - Divulgation en vertu de la loi sur l'Accès à l'information.

This amendment 001 is hereby raised to increase the contract value by $5,000,000.00 all included.

The following changes are hereby incorporated into this contract:

Delete:
12.2 Canada's Total Liability

Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $5 million, customs duties and the Applicable Taxes are included.

Replace with:
12.2 Canada's Total Liability

Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $10 million, customs duties and the Applicable Taxes are included.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Director of Professional Services

Signature Date 10/03/20
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
883746117PG0002
MGIS INC., B D M K CONSULTANTS INC IN JOINT VENTURE
23 Ballyboy Street
Stittsville
Ontario
K2S2H1
Canada

Title - Sujet
TSPS for CBSA's TPPD Projects

Contract No. - N° du contrat
47419-178445/005/ZQ

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000328445

Date
2020-03-10

Requisition Reference No. - N° de la demande
47419-178445

File No. - N° de dossier
002zq.47419-178445

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Address Enquiries to: - Adresser toutes questions à:
Lussier, Steven J.

Buyer Id - Id de l'acheteur
002zq

Telephone No. - N° de téléphone
(873) 469-4827 ( )

FAX No. - N° de FAX
(819) 956-2229

Increase (Decrease) - Augmentation (Diminution)
$750,000.00

Revised estimated cost
Coût révisé estimatif
$1,750,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

[illegible] under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

Contract No. - N° du contrat 47419-178445/005/ZQ	Amd. No. - N° de la modif. 002	Buyer ID - Id de l'acheteur 002zq
Client Ref. No. - N° de réf. du client 1000328445	File No. - N° du dossier 002zq.47419-178445	CCC No./N° CCC - FMS No./N° VME

This contract amendment is hereby raised to :
-Add additional information for the incentive;
-Extend the contract to March 31, 2021;
-Change the Project Authority; and
-Increase the contract value to $1,750,000.00 taxes included.

Delete 1.1.1 Task Authorization Section J entirely.

Replace with:

J Corporate Incentive

In the event that the same Contractor's resource remains in the position for the full term of the TA assignment (for all TAs in excess of a 6 month period), the Contractor will be provided an incentive amount based on the following formula:

Incentive amount = (TA duration (in number of working days) * Learning Period (20%) * Per Diem of the ressource * Productivity Loss (50%)) * Vendor share (50%)

(E.G. A Task Authorization has been issued to a Contractor for a resource having a firm period in excess of 6 months. Should that resource remain in place for the full duration of the TA, the Contractor would be paid a lump sum incentive, the amount to be calculated against the total cost of that resource's TA value at completion of the TA period as per the above formula.)

Please note that when a TA includes multiple resources, all resources must remain in their position for the full term as defined for the respective resources within the TA, in order for the incentive to be paid for that TA.

Should a TA be extended or amended for additional period of time, the incentive will be paid on the original TA period in excess of 6 months. Should the amended TA extended for a period in excess of 6 months, the incentive will also be paid on the additional period.

Delete 10 Term of Contract entirely

Replace with:

10 Term of Contract

10.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2021.

Delete 10.1 Project Authority entirely

Replace with

10.1 Project Authority

The Project Authority for the Contract is:
Name: Mireille Wilson
Title: Director
Organization: Canada Border Services Agency
Address: 333 North River Road, Tower A, 10th Floor
Ottawa, Ontario K1A 0L8
Canada
Telephone: 343-291-7526
E-mail address: Mireille.Wilson@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Delete 12.2 Canada's Total Liability entirely

Replace with:

12.2 Canada's Total Liability

Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $1,750,000.00, customs duties and the Applicable Taxes are included.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 7.6.1.1, TA subject to a Limitation of Expenditure,

whichever comes first.

D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.

Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Director of Professional Services

August 12/2019

Signature Date

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
883746117PG0001
MGIS INC.
23 Ballyboy Street
Ottawa
Ontario
K2S2H1
Canada

Title - Sujet
TSPS for CBSA's TPPD Projects

Contract No. - N° du contrat 47419-178445/004/ZQ	**Amendment No. - N° Modif** 003
Client Reference No. - N° de référence du client 1000328445	**Date** 2019-08-09

Requisition Reference No. - N° de la demande
47419-178445

File No. - N° de dossier 002zq.47419-178445	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH Included - Inclus	**Duty - Droits** Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Address Enquiries to: - Adresser toutes questions à: Lussier, Steven J.	**Buyer Id - Id de l'acheteur** 002zq
Telephone No. - N° de téléphone (873) 469-4827 ( )	**FAX No. - N° de FAX** (819) 956-2229

Increase (Decrease) - Augmentation (Diminution)
$2,500,000.00

Revised estimated cost **Coût révisé estimatif** $12,500,000.00	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre

Canada

This amendment no. 003 is raised to increase the value of the contract by $2,500,000.00 all included.

Delete:

12.2 Canada's Total Liability

Limitation of Expenditure – Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $10 million, customs duties and the Applicable Taxes are included.

Replace with:

12.2 Canada's Total Liability

Limitation of Expenditure – Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $12,500,000.00, customs duties and the Applicable Taxes are included.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié; sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

[redacted], Director of Professional Services

Signature [redacted] Date 10/03/20
Name, tit[redacted] (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
883746117PG0001
MGIS INC.
23 Ballyboy Street
Ottawa
Ontario
K2S2H1
Canada

Title - Sujet
TSPS for CBSA's TPPD Projects

Contract No. - N° du contrat
47419-178445/004/ZQ

Amendment No. - N° Modif
004

Client Reference No. - N° de référence du client
1000328445

Date
2020-03-10

Requisition Reference No. - N° de la demande
47419-178445

File No. - N° de dossier
002zq.47419-178445

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Address Enquiries to: - Adresser toutes questions à:
Lussier, Steven J.

Buyer Id - Id de l'acheteur
002zq

Telephone No. - N° de téléphone
(873) 469-4827 ( )

FAX No. - N° de FAX
(819) 956-2229

Increase (Decrease) - Augmentation (Diminution)
$5,500,000.00

Revised estimated cost
Coût révisé estimatif
$18,000,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre
Marie St Amand

Canada

Contract No. - N° du contrat 47419-178445/004/ZQ	Amd. No. - N° de la modif. 004	Buyer ID - Id de l'acheteur 002zq
Client Ref. No. - N° de réf. du client 1000328445	File No. - N° du dossier 002zq.47419-178445	CCC No./N° CCC - FMS No./N° VME

This contract amendment is hereby raised to :
-Add additional information for the incentive;
-Extend the contract to March 31, 2021;
-Change the Project Authority; and
-Increase the contract value to $18,000,000.00 taxes included.

Delete 1.1.1 Task Authorization Section J entirely.

Replace with:

J Corporate Incentive

In the event that the same Contractor's resource remains in the position for the full term of the TA assignment (for all TAs in excess of a 6 month period), the Contractor will be provided an incentive amount based on the following formula:

Incentive amount = (TA duration (in number of working days) * Learning Period (20%) * Per Diem of the ressource * Productivity Loss (50%)) * Vendor share (50%)

(E.G. A Task Authorization has been issued to a Contractor for a resource having a firm period in excess of 6 months. Should that resource remain in place for the full duration of the TA, the Contractor would be paid a lump sum incentive, the amount to be calculated against the total cost of that resource's TA value at completion of the TA period as per the above formula.)

Please note that when a TA includes multiple resources, all resources must remain in their position for the full term as defined for the respective resources within the TA, in order for the incentive to be paid for that TA.

Should a TA be extended or amended for additional period of time, the incentive will be paid on the original TA period in excess of 6 months. Should the amended TA extended for a period in excess of 6 months, the incentive will also be paid on the additional period.

Delete 10 Term of Contract entirely

Replace with:

10 Term of Contract

10.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2021.

Delete 10.1 Project Authority entirely

Replace with

10.1 Project Authority

The Project Authority for the Contract is:
Name: Mireille Wilson
Title: Director
Organization: Canada Border Services Agency
Address: 333 North River Road, Tower A, 10th Floor
Ottawa, Ontario K1A 0L8
Canada
Telephone: 343-291-7526
E-mail address: Mireille.Wilson@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Delete 12.2 Canada's Total Liability entirely

Replace with:

12.2 Canada's Total Liability

Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $18,000,000.00, customs duties and the Applicable Taxes are included.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

   1. when it is 75 percent committed, or

   2. four (4) months before the Contract expiry date, or

   3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 7.6.1.1, TA subject to a Limitation of Expenditure,

   whichever comes first.

D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Director of Professional Services

Signature Date Feb 18, 2021

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
This document contains a security requirement.

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

883746117PG0001
MGIS INC.
23 Ballyboy Street
Ottawa
Ontario
K2S2H1
Canada

Title - Sujet
TSPS for CBSA's TPPD Projects

Contract No. - N° du contrat
47419-178445/004/ZQ

Amendment No. - N° Modif
005

Client Reference No. - N° de référence du client
1000328445

Date
2021-02-18

Requisition Reference No. - N° de la demande
47419-178445

File No. - N° de dossier
007zv.47419-178445

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Address Enquiries to: - Adresser toutes questions à:
Bastianello-Lamoureux, Natalie

Buyer Id - Id de l'acheteur
007zv

Telephone No. - N° de téléphone
(873) 355-2126 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$3,100,000.00

Revised estimated cost
Coût révisé estimatif
$21,100,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre
BastianelloLamoureux, Natalie
Digitally signed by: BastianelloLamoureux, Natalie
DN: CN = BastianelloLamoureux, Natalie C = CA O = GC OU = PWGSC-TPSGC
Date: 2021.02.18 10:10:02 -05'00'

Canada

CBSA - Disclosed under the Access to Information Act
ASFC - Divulgation en vertu de la Loi sur l'Accès à l'information.

This amendment is raised to:

1. To extend the Contract for the period from date of contract award July 6, 2017 to December 31, 2021;
2. To modify the Terms of the contract;
3. To update the Contracting Authority;
4. To update Canada's total liability;
5. To update the Annex B – Basis of Payment.

---

1. **At Article 10.1 Period of the Contract**

DELETE: 10.1 in its entirety

and

INSERT:

10.1 Period of the Contract

The period of the Contract is from July 6, 2017 and ends December 31, 2021.

2. **At Article 10.2 Option to Extend the Contract**

DELETE: 10.2 in its entirety

3. **At Article 11.1 PSPC Contracting Authority**

DELETE: 11.1 in its entirety

and

INSERT:

11.1 PSPC Contracting Authority

The Contracting Authority for the Contract is:

Natalie Bastianello-Lamoureux
Supply Specialist
Public Works and Government Services Canada (PWGSC)
Acquisitions Branch
Professional Services Procurement Directorate – ZV
Building Terrasses de la Chaudières, 10 Wellington, Floor 4,
Gatineau, Quebec, K1A 0S5
(873) 355-2126
E-mail address: Natalie.Bastianello-Lamoureux@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

4. At Article 12.2 Canada's Total Liability

DELETE: 12.2 in its entirety

and

INSERT:

12.2 Canada's Total Liability

Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of **$18,672,566.37**. Customs duties are included and the Applicable Taxes are extra.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 12.1.1, TA subject to a Limitation of Expenditure,

whichever comes first.

D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5. At Annex B, BASIS OF PAYMENT

DELETE: ANNEX B, BASIS OF PAYMENT in it's entirety

and

INSERT:

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From July 6, 2017 to December 31, 2021)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'accès à l'information.

1.0 Professional Fees

The Contractor will be paid all-inclusive fixed time rates as follows:

	Category	Level of Expertise	Firm All-Inclusive Per Diem Rates
Initial Contract Period – July 6, 2017 to July 5, 2019			[redacted]
1.8	Staffing Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.1	Business Analyst	Intermediate	[redacted]
		Senior	[redacted]
2.5	Business Process Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.8	Business Architect	Senior	[redacted]
2.6	Change Management Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.13	Performance Measurement Consultant.	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Service Management)	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Project Support)	Intermediate	[redacted]
		Senior	[redacted]
3.1	Project Administrator	Junior	[redacted]
		Intermediate	[redacted]
		Senior	[redacted]
3.2	Project Manager	Intermediate	[redacted]
		Senior	[redacted]
3.3	Project Leader/Executive	Senior	[redacted]
3.6	Risk Management Specialist	Intermediate	[redacted]
		Senior	[redacted]
3.8	Financial Specialist	Intermediate	[redacted]
		Senior	[redacted]
3.10	Technical Writer	Intermediate	[redacted]
		Senior	[redacted]

3.11	Communications Consultant	Intermediate	
		Senior	
Extended Contract Period 1 - July 6, 2019 to July 5, 2020			
1.8	Staffing Consultant	Intermediate	
		Senior	
2.1	Business Analyst	Intermediate	
		Senior	
2.5	Business Process Consultant	Intermediate	
		Senior	
2.8	Business Architect	Senior	
2.6	Change Management Consultant	Intermediate	
		Senior	
2.13	Performance Measurement Consultant.	Intermediate	
		Senior	
2.14	Subject Matter Expert (Service Management)	Intermediate	
		Senior	
2.14	Subject Matter Expert (Project Support)	Intermediate	
		Senior	
3.1	Project Administrator	Junior	
		Intermediate	
		Senior	
3.2	Project Manager	Intermediate	
		Senior	
3.3	Project Leader/Executive	Senior	
3.6	Risk Management Specialist	Intermediate	
		Senior	
3.8	Financial Specialist	Intermediate	
		Senior	
Extended Contract Period 2 - July 6, 2020 to December 31, 2021			
1.8	Staffing Consultant	Intermediate	
		Senior	
2.1	Business Analyst	Intermediate	

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

		Senior	[redacted]
2.5	Business Process Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.8	Business Architect	Senior	[redacted]
2.6	Change Management Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.13	Performance Measurement Consultant.	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Service Management)	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Project Support)	Intermediate	[redacted]
		Senior	[redacted]
3.1	Project Administrator	Junior	[redacted]
		Intermediate	[redacted]
		Senior	[redacted]
3.2	Project Manager	Intermediate	[redacted]
		Senior	[redacted]
3.3	Project Leader/Executive	Senior	[redacted]
3.6	Risk Management Specialist	Intermediate	[redacted]
		Senior	[redacted]
3.8	Financial Specialist	Intermediate	[redacted]
		Senior	[redacted]

*For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Cost of Professional Fees: **$18,672,566.37** taxes extra.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

Concerning the requirements to travel described in section 11 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside the National Capital Region (NCR)

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the CBSA Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: $0.00

All other terms and conditions remain unchanged

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Director of Professional Services

Signature . Date Dec 6, 2021
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
This document contains a security requirement.

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

883746117PG0001
MGIS INC.
23 Ballyboy Street
Ottawa
Ontario
K2S2H1
Canada

Title - Sujet
TSPS for CBSA's TPPD Projects

Contract No. - N° du contrat 47419-178445/004/ZQ	**Amendment No. - N° Modif** 006
Client Reference No. - N° de référence du client 1000328445	**Date** 2021-12-06

Requisition Reference No. - N° de la demande
47419-178445

File No. - N° de dossier 007zv.47419-178445	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH Included - Inclus	**Duty - Droits** Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
355 NORTH RIVER ROAD
TOWER B
OTTAWA
ONTARIO
K1A 0L8
Canada

Address Enquiries to: - Adresser toutes questions à: Natalie Bastianello-Lamoureux	**Buyer Id - Id de l'acheteur** 007zv
Telephone No. - N° de téléphone (873) 355-2126 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$4,338,162.00

Revised estimated cost **Coût révisé estimatif** $25,438,162.00	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre
BastianelloLamoureux, Natalie
Digitally signed by: BastianelloLamoureux, Natalie
DN: CN = BastianelloLamoureux, Natalie C = CA O = GC OU = PWGSC-TPSGC
Date: 2021.12.06 11:02:00 -05'00'

Canada

This amendment is raised to:

1. To extend the Contract for the period from date of contract award July 6, 2017 to June 30, 2022;
2. To update Canada's total liability;
3. To update the Annex B – Basis of Payment.

---

1. At Article 10.1 Period of the Contract

DELETE: 10.1 in its entirety

and

INSERT:

10.1 Period of the Contract

The period of the Contract is from July 6, 2017 and ends June 30, 2022.

2. At Article 12.2 Canada's Total Liability

DELETE: 12.2 in its entirety

and

INSERT:

12.2 Canada's Total Liability

Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of **$ 22,124,950.64**. Customs duties are included and the Applicable Taxes are extra.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 12.1.1, TA subject to a Limitation of Expenditure,

whichever comes first.

DRAFT

D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

3. At Annex B, BASIS OF PAYMENT

DELETE: ANNEX B, BASIS OF PAYMENT in it's entirety

and

INSERT:

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From July 6, 2017 to June 30, 2022)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all-inclusive fixed time rates as follows:

	Category	Level of Expertise	Firm All-Inclusive Per Diem Rates
Initial Contract Period – July 6, 2017 to July 5, 2019			
1.8	Staffing Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.1	Business Analyst	Intermediate	[redacted]
		Senior	[redacted]
2.5	Business Process Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.8	Business Architect	Senior	[redacted]
2.6	Change Management Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.13	Performance Measurement Consultant.	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Service Management)	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Project Support)	Intermediate	[redacted]
		Senior	[redacted]
		Junior	[redacted]

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

3.1	Project Administrator	Intermediate	[redacted]
		Senior	[redacted]
3.2	Project Manager	Intermediate	[redacted]
		Senior	[redacted]
3.3	Project Leader/Executive	Senior	[redacted]
3.6	Risk Management Specialist	Intermediate	[redacted]
		Senior	[redacted]
3.8	Financial Specialist	Intermediate	[redacted]
		Senior	[redacted]
3.10	Technical Writer	Intermediate	[redacted]
		Senior	[redacted]
3.11	Communications Consultant	Intermediate	[redacted]
		Senior	[redacted]
Extended Contract Period 1 - July 6, 2019 to July 5, 2020			
1.8	Staffing Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.1	Business Analyst	Intermediate	[redacted]
		Senior	[redacted]
2.5	Business Process Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.8	Business Architect	Senior	[redacted]
2.6	Change Management Consultant	Intermediate	[redacted]
		Senior	[redacted]
2.13	Performance Measurement Consultant.	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Service Management)	Intermediate	[redacted]
		Senior	[redacted]
2.14	Subject Matter Expert (Project Support)	Intermediate	[redacted]
		Senior	[redacted]
3.1	Project Administrator	Junior	[redacted]
		Intermediate	[redacted]
		Senior	[redacted]

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

3.2	Project Manager	Intermediate	
		Senior	
3.3	Project Leader/Executive	Senior	
3.6	Risk Management Specialist	Intermediate	
		Senior	
3.8	Financial Specialist	Intermediate	
		Senior	
Extended Contract Period 2 - July 6, 2020 to June 30, 2022			
1.8	Staffing Consultant	Intermediate	
		Senior	
2.1	Business Analyst	Intermediate	
		Senior	
2.5	Business Process Consultant	Intermediate	
		Senior	
2.8	Business Architect	Senior	
2.6	Change Management Consultant	Intermediate	
		Senior	
2.13	Performance Measurement Consultant.	Intermediate	
		Senior	
2.14	Subject Matter Expert (Service Management)	Intermediate	
		Senior	
2.14	Subject Matter Expert (Project Support)	Intermediate	
		Senior	
3.1	Project Administrator	Junior	
		Intermediate	
		Senior	
3.2	Project Manager	Intermediate	
		Senior	
3.3	Project Leader/Executive	Senior	
3.6	Risk Management Specialist	Intermediate	
		Senior	
		Intermediate	

3.8	Financial Specialist	Senior	

*For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Cost of Professional Fees: **$ 22,124,950.64** applicable taxes extra.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

Concerning the requirements to travel described in section 11 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the CBSA Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: $0.00

All other terms and conditions remain unchanged

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Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
11 Laurier St. / 11, rue Laurier
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Director of Professional Services

Signatur — Date June 9, 2022
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
This document contains a security requirement.

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

883746117PG0001
MGIS INC.
23 Ballyboy Street
Ottawa
Ontario
K2S2H1
Canada

Title - Sujet TSPS for CBSA's TPPD Projects	
Contract No. - N° du contrat 47419-178445/004/ZQ	**Amendment No. - N° Modif** 007
Client Reference No. - N° de référence du client 1000328445	**Date** 2022-06-09
Requisition Reference No. - N° de la demande 47419-178445	
File No. - N° de dossier 007zv.47419-178445	**CCC No./N° CCC - FMS No./N° VME**
Financial Codes **Code(s) financier(s)**	**GST/HST** **TPS/TVH**
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH Included - Inclus	**Duty - Droits** Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
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OTTAWA
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K1A 0L8
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ONTARIO
K1A 0L8
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Address Enquiries to: - Adresser toutes questions à: Natalie Bastianello-Lamoureux	**Buyer Id - Id de l'acheteur** 007zv
Telephone No. - N° de téléphone (873) 355-2126 ( )	**FAX No. - N° de FAX** ( ) -
Increase (Decrease) - Augmentation (Diminution) $565,000.00	
Revised estimated cost **Coût révisé estimatif** $26,003,162.00	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre
Michon, Francine
Digitally signed by: Michon, Francine
DN: CN = Michon, Francine C = CA O = GC OU = PWGSC-TPSGC
Date: 2022.06.09 08:32:10 -04'00'

Canada

Contract No. - N° du contrat 47419-178445/004/ZQ	Amd. No. - N° de la modif. 007	Buyer ID - Id de l'acheteur 007ZV
Client Ref. No. - N° de réf. du client 47419-178445/004	File No. - N° du dossier 007ZV. 47419-178445/004	CCC No./N° CCC - FMS No/ N° VME

This amendment is raised to:

1. To extend the Contract for the period from date of contract award to September 30, 2022;
2. To update Canada's total liability;
3. To update the Annex B – Basis of Payment.

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The period of the Contract is from July 6, 2017 and ends September 30, 2022.

2. At Article 12.2 Canada's Total Liability

DELETE: 12.2 in its entirety
INSERT:

12.2 Canada's Total Liability

Limitation of Expenditure - Cumulative Total of all Task Authorizations

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of **$ 23,011,647.79**. Customs duties are included and the Applicable Taxes are extra.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

1. when it is 75 percent committed, or

2. four (4) months before the Contract expiry date, or

3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 12.1.1, TA subject to a Limitation of Expenditure,

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DRAFT

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ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

and

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ANNEX B, BASIS OF PAYMENT

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		Senior	[redacted]
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		Senior		
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		Senior		

*For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Cost of Professional Fees**$ 23,011,647.79** applicable taxes extra.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work performed outside the National Capital Region (NCR) only

Concerning the requirements to travel described in section 11 of the Statement of Work in Annex A, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the CBSA Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: $0.00

All other terms and conditions remain unchanged

DRAFT

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:

Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

869631606PG0001
EMERION
368 Dalhousie Street
Suite 200
Ottawa
Ontario
K1N7G3
Canada

Title - Sujet
PSPC-NTC Targeting Data Analytics

Contract No. - N° du contrat
47419-171663/001/EL

Date
2018-09-27

Client Reference No. - N° de référence du client
1000331663

Requisition No. - N° de la demande
47419-171663

File No. - N° de dossier
629el.47419-171663

CCC No./N° CCC - FMS No./N° VME

Financial Code(s) Code(s) financier(s)
FC

GST/HST TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Specified herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
National Invoice Reception
105, RUE MCGILL, #260-01
vendors-fournisseurs@
@cbsa-asfc.gc.ca
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Morin, Sylvie

Buyer Id - Id de l'acheteur
629el

Telephone No. - N° de téléphone
(613) 859-0761 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$9,835,952.11

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

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List of Annexes to the Resulting Contract:

Annex A Statement of Work

Appendix A to Annex A –Tasking Assessment Procedure;
Appendix B to Annex A –Task Authorization (TA) Form;
Appendix C to Annex A – Resource Assessment Criteria and Response Table;
Appendix D to Annex A – Certifications at the TA stage;

Annex B Basis of Payment

Annex C Security Requirements Check List (SRCL)

Annex D Non-Disclosure Agreement

The following clauses apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

(a) Emerion (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency.

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendix A, B, C and D of Annex A.

(c) **Form and Content of draft Task Authorization**:

  (i) The Project Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B of Annex A.

  (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

    (A) the task number;

    (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

    (C) the categories of resources and the number required;

    (D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

    (E) the start and completion dates;

(F) milestone dates for deliverables and payments (if applicable);

(G) the number of person-days of effort required;

(H) whether the work requires on-site activities and the location;

(I) the language profile of the resources required;

(J) the level of security clearance required of resources;

(K) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(L) any other constraints that might affect the completion of the task.

(d) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Project Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to **$250,000.00** (excluding Applicable Taxes), the TA must be signed by:

a. the Project Authority; and

b. the Canada Border Services Agency Administrative Authority.

(ii) for any TA with a value greater than this amount, a TA must include the following signatures:

a. the Project Authority; and

b. the Canada Border Services Agency Administrative Authority; and

c. the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The

Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 20 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(g) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

(i) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

5. Security Requirement

The following security requirements (SRCL #19 and related clauses provided by ISP) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

a) Common PS SRCL #19 Security Clauses:

Security Requirement for Canadian Supplier: PWGSC File #Common-PS SRCL#19

1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABLITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
   a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
   b. *Industrial Security Manual* (Latest Edition).

b) CBSA Security Requirement:

The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

***Fees are applicable. Fingerprinting, if required, will be at the Contractor's cost.**
The Company Security Officer (CSO) must ensure through the Contract Security Program that the Contractor and individual(s) hold a valid security clearance at the required level.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 3 years later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Sylvie Morin
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: 613-859-0761
E-mail address: Sylvie.morin@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Project Authority

The Project Authority for the Contract is:

Name: Corey Loverock
Title: Manager
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-6219
Facsimile: 343-291-6234
E-mail address: corey.loverock@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Contractor's Representative *(to be completed at contract award)*

Name:
Title: Director, Business Development
Emerion
Address: 368 Dalhousie Street. Suite 200, Ottawa, Ontario K1N 7G3
Telephone:

E-mail address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iv) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

(f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original and two copies of each invoice to the Project Authority, and a copy to the Contracting Authority.

11. Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

(i) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2016-04-04), Higher Complexity - Services;

(d) Annex A, Statement of Work - Statement of Work including its Appendices as follows;

(i) Appendix A to Annex A - Tasking Assessment Procedure;

(ii) Appendix B to Annex A - Task Authorization (TA) Form;

(iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

(iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications; and

(h) the Contractor's bid dated May 16, 2018.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if

Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

20. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

21. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

22. Government Property

Canada agrees to supply the Contractor with the items listed below (the "**Government Property**").The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

1. Laptop
2. Office
3. Telephone
4. Data Mining Software

23. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have

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ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.26 Non-disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

ANNEX A

STATEMENT OF WORK

1. Requirement

The National Targeting Centre (NTC) requires the services of an integrated core team of six (6) resources that will work together to support the design and development of technical elements of the Beyond the Border Action Plan in relation to Canada Border Services Agency (CBSA) priorities. All resources will be working on an as and when requested basis using task authorizations.

The Core Team for this requirement includes:

RESOURCE CATEGORY	LEVEL OF EXPERTISE
B.6 Business System Analyst	Level 3
I.5 IM Architect	Level 3
B.2 Business Architect	Level 3
B.3. Business Consultant	Level 3
G.5 GIS Data Architect	Level 3

2. Background

The Operations Branch (OPB) of the CBSA has a mandate to secure the border strategically by enhancing its ability to assess risk, determine admissibility, investigate criminal activities, and increase immigration compliance.

In a dynamic threat environment, the CBSA continues to rely on the use of high-quality information that integrates intelligence and analytics with enforcement statistics to manage border-related risks. The CBSA will continue to partner with its United States (U.S.) counterparts, its Border Five and other law enforcement through the Beyond the Border Action Plan initiatives that aim to strengthen border security between both countries and promote economic prosperity by making border processes more effective and efficient.

In order to ensure the border remains secure for Canadians, the Director General of the National Border Operations Centre is leading the development of an operational data analytics strategy. In an effort to enhance operational decision-making, the core team of resources are required within the NTC.

3. Objective

The Contractors will provide professional services to the CBSA that will help the National Targeting Centre enhance current data analytics capabilities, in order to better identify trends and patterns, and enhance current risk assessment strategies.

To ensure the border remains secured for Canadians, the CBSA will advance the analytical capabilities at the National Targeting Centre. The Plan is in place to enable effective and efficient border management through the design, development, implementation, delivery and operation of innovative data analytics solutions. The results of the consultants work will directly support the development of predictive models, trend and pattern development, reporting, geospatial analysis, network analytics, etc.

Secure the Border Strategically

The CBSA is committed to strengthen its ability to intercept inadmissible people, the Agency will make ongoing program improvements to manage risks away from the border, including:

- Continuing to modernize Agency tools to better identify and mitigate risks at the earliest point in the travel and trade streams;
- Implementing and ensuring compliance with regulatory amendments that will impose new requirements on commercial carriers to enhance the Agency's ability to make admissibility determinations prior to the arrival of shipments into Canada;
- Continuing the implementation of eManifest to support the electronic transmission of advance commercial information to the CBSA;
- Implementing the Interactive Advance Passenger Information (IAPI) initiative which would allow the CBSA to work collaboratively with commercial air carriers to modernize the screening of air passengers prior to departure to Canada; and,
- Enhancing the screening of travellers prior to their departure for Canada by integrating new predictive analytics to the targeting function.

The below are the three identified Agency's top external risks, as evaluated by senior management and found in the CBSA Enterprise Risk Profile, the Agency's overarching, enterprise-level risk document.

Contraband: Over the past two decades, organized crime such as drug and currency trafficking, and the illegal movement of firearms, tobacco and vehicles has become increasingly sophisticated and presents enforcement complexity as it reaches beyond national jurisdictions. Ongoing collaboration with law enforcement partners, the use of automated targeting systems, and the work accomplished by a variety of enforcement teams are examples of ways the Agency controls its exposure to the Contraband risk. However, the fact that the number and quantity of drug seizures has been climbing in recent years indicates that the Contraband risk continues to be considerable, and therefore the Agency is continuing efforts to mitigate it.

Terrorist Activities: Terrorism is recognized as a national security threat as Canada has been identified as a target by certain extremist groups, such as the Islamic State of Iraq and the Levant. In addition, the existence of 'insider threats' has been identified as an emerging national security trend, with the terrorist attacks in Saint-Jean-sur-Richelieu and Ottawa in October 2014 serving as an example of such horrific events. The overseas detection and capacity building work of CBSA liaison officers, heightened screening by CBSA personnel, as well as improved targeting capacity as a result of the implementation of the National Targeting Centre are a few of the current controls mitigating the Terrorist Activities risk. However, there is a constant need for vigilance and the Agency is continuing to mitigate the risk as the occurrence of a terrorist act either in, or associated with Canada, could have significant impacts.

Food Plant and Animal: The speed and ease with which travel and trade move around the globe has increased Canada's vulnerability to FPA-related threats. The economic and ecological impacts resulting from the introduction of dangerous FPA commodities to Canada could be considerable. External factors such as the oversight capacity of other countries and the high volumes of cargo drive the exposure to this risk. While continued cooperation with the Canadian Food Inspection Agency helps to ensure threats are identified and understood, the Agency faces challenges with its examination capacity for FPA in commercial streams. As such, the Agency is taking additional steps to mitigate the FPA risk.

4. Scope of Work

The CBSA requires the services of a Contractor to enhance the safety and security of the country, by "pushing the border out", and using data analytics to ensure our efforts and resources are focused on high-risk people and goods destined for our borders. Overall consulting resources will be used for the overall strategy formulation work, reporting requirements gathering, design & development of the agency innovative solutions, agency performance monitoring requirements gathering, data analysis, geospatial analysis and coordination of stakeholder activities. The resources will be responsible to design, develop the specifications for where, how and why the various organizational components fit together and how they support the CBSA operations and projects components. Also, the resources will create Briefing Note, presentations, reports and use cases; consult and present to various stakeholders.

5. Technical Environment

The technical environment at CBSA comprises several technologies. All hardware and software will be provided by CBSA. Technologies involved include but are not limited to the following:

- Microsoft PowerPoint, Visio, Word, Excel, Internet Explorer, Windows 2000 and XP, MS Project, 'R', Python, GeoSpatial Software, SPSS. As technology evolves and new tools are leveraged, the consultants need to be able to adapt and use these new technologies.

6. Client Support

The Contractor will be provided with a CBSA user ID, password, workstation or laptop, and other materials as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

7. Constraints

Working onsite at CBSA locations within the National Capital Region may be required in order to co-locate with work staff for the efficient exchange of business knowledge and collaboration with project stakeholders.

CBSA data must not be accessed to or from the contractor's IT systems through the use of a session or link (e.g. VPN).

The Contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

The Contractor must not remove any protected information/data without the proper approval of the Project Authority.

8. Tasks and Deliverables

Tasks and Deliverables for individual resources could include but will not be limited to the following:

The Business System Analyst (Level 3)

TASKS

- Develop artifacts, including topic maps, content flow diagrams, content models, and navigation models;
- Lead the statistical analysis of data using SPSS;
- Lead the design and implementation of statistical predictive models using SPSS;
- Design and implement statistical algorithms;
- Design and develop forecasting models in SPSS; and
- Design and develop optimization algorithms.

DELIVERABLES

- Development of trend and pattern analysis and implement the framework within the CBSA
- Implementation of statistical analysis within the CBSA to support Operations
- Enhancement of current Operational analytics

The IM Architect (Level 3)

TASKS

- Research, design and implement analytical formulas to conduct quantitative risk assessment of trade goods;
- Lead the development of predictive analytics;
- Mentor/train and provide strategic advice in the use and application of predictive analysis

techniques;
- Apply predictive analytics to the development of CBSA IM/IT systems.

DELIVERABLES
- Development of and implementation of predictive models
- Development of Standard Operating Procedures for the implementation of predictive models
- Development and delivery of a training package for developing and implement predictive models

The Business Architect (Level 3)

TASKS
- Develop policies and rules that allow the CBSA to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of the overall project delivery;
- Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate.

DELIVERABLES
- Delivery of Standard Operating Procedures that support overall project delivery within the National Targeting Centre (NTC)
- Delivery of frameworks to support the various projects within the NTC

The Business Consultant (Level 3)

TASKS
- Develop and implement overall project strategy;
- Lead the design and implement of business intelligence applications under the project;
- Lead the design and development of business processes for the implementation of a CBSA reporting system under the project;
- Lead the identification of data reporting requirements and the design of reporting capabilities under the project; and
- Lead the development of statistical solutions under the project.

DELIVERABLES
- Delivery of data reporting requirements document
- Delivery of a proposed action plan for advancing analytics within the CBSA
- Delivery of business processes for the implementation of analytics within the CBSA

The GIS Data Architect (Level 3)

TASKS
- Design and develop data architecture for the project, in the context of the overall system architecture;
- Set Data Policy and technical solution for the management, storage, access, navigation, movement, and transformation of data;
- Specify recommended DBMS and ETL tools and technologies for structured and unstructured content;
- Design the Metadata Repository;
- Create a data model for the project that is independent of the technology solution;
- Examine and enforce opportunities to provide data reuse, balance the issues of centralization and replication;
- Ensure the preservation of strategic data assets as applications and technologies evolve; and

- Monitor and support the development of the system's data to ensure it is compliant with the data architecture, and refine the data architecture as required.

DELIVERABLES

- Development and production of GeoSpatial products to support targeting efforts within the CBSA
- Delivery of enterprise geospatial capabilities that will be used across the CBSA
- Establishment of a framework and best practices for GeoSpatial analysis within the CBSA

9. Travel requirement

There is no travel requirement under this contract.

10. Language of Work

All work will be performed and delivered in English.

11. Location of Work

The majority of the work will be performed at the following CBSA locations:

333 North River Road, Ottawa, ON
2265 St. Laurent Blvd, Ottawa, ON

Work may on occasion be performed at other locations within the NCR as required by the Project Authority.

ANNEX B

BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period (Date of Contract award to September 26, 2021)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B6. Business System Analyst	**Level 3**	[redacted]
I5.IM Architect	**Level 3**	[redacted]
B2. Business Architect	**Level 3**	[redacted]
B3. Business Consultant	**Level 3**	[redacted]
G5. GIS Data Architect	**Level 3**	[redacted]

OPTION PERIODS:

Option Period 1 (September 27, 2021 to September 26, 2022)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B6. Business System Analyst	**Level 3**	[redacted]
I5.IM Architect	**Level 3**	[redacted]
B2. Business Architect	**Level 3**	[redacted]
B3. Business Consultant	**Level 3**	[redacted]
G5. GIS Data Architect	**Level 3**	[redacted]

Option Period 2 (September 27, 2022 to September 26, 2023)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B6. Business System Analyst	**Level 3**	[redacted]
I5.IM Architect	**Level 3**	[redacted]
B2. Business Architect	**Level 3**	[redacted]
B3. Business Consultant	**Level 3**	[redacted]
G5. GIS Data Architect	**Level 3**	[redacted]

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Attached hereto

[illegible] - Released under the Access to Information Act
ATIP - Divulgation en vertu de la Loi sur l'Accès à l'information.

ANNEX D

NON-DISCLOSURE AGREEMENT

I, ___________, recognize that in the course of my work as an employee or subcontractor of ___________, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _______ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and ________ , including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _________________

____

Signature

____

Date

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Project Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM

Attached hereto

[illegible] - Released under the Access to Information Act
ATIP - Divulgation en vertu de la loi sur l'Accès à l'information.

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

1. a) MANDATORY REQUIREMENTS - B.6 BUSINESS SYSTEM ANALYST - Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	The Contractor must demonstrate that the proposed resource has a minimum of 120 months of combined experience, within the last 180 months preceding the Task Authorization issuance date, performing one or more of the following tasks as a Business System Analyst: • Develop and document a detailed statement of requirements for the proposed alternative recommended in the preliminary analysis report; • Perform business analyses of functional requirements to identify information, procedures, and decision flows; • Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems, and develop data dictionary; • Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems; • Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes; and, • Support and use the selected departmental methodologies.			
MT2	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience, within the last 120 months preceding the Task Authorization issuance date, developing artifacts which would include topic maps, content flow diagrams, content models, and navigation models.			
MT3	The Contractor must demonstrate that the proposed resource has a minimum of 12 months of experience, within the last 60 months preceding the Task Authorization issuance date, providing statistical analysis of data using SPSS.			
MT4	The Contractor must demonstrate that the proposed resource has a minimum of 12 months of experience, within the last 60 months preceding the Task Authorization issuance date, providing design and implementation of statistical predictive models using SPSS.			

MT5	The Contractor must demonstrate that the proposed resource has a minimum of 12 months of experience, within the last 60 months preceding the Task Authorization issuance date, designing and implementing statistical algorithms including decision trees, ANOVA, and multivariate analysis using SPSS.			

b) POINT RATED REQUIREMENTS - B.6 BUSINESS SYSTEM ANALYST - Level 3

#	**Point Rated Technical Criteria**	**Scoring Methodology**	**Maximum points**	**Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)**
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT3.	13 to 24 months = 5 points 25 to 36 months = 10 points 37 months or more = 15 points	15	
RT2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT4.	13 to 24 months = 5 points 25 to 36 months = 10 points 37 months or more = 15 points	15	
RT3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT5.	13 to 24 months = 5 points 25 to 36 months = 10 points 37 to 48 months = 15 points 49 months or greater = 20 points	20	
RT4	The Contractor should demonstrate that the proposed resource has experience conducting Pattern Recognition and Knowledge Discovery using SPSS.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	

RT5	The Contractor should demonstrate that the proposed resource has experience designing predictive models for forecasting, linear and non-linear regression, classification, association, and clustering.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
RT6	The Contractor should demonstrate that the proposed resource has experience with SPSS scripting to automate analytical jobs.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
RT7	The Contractor should demonstrate that the proposed resource has experience with the design and development of forecasting models in SPSS.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
RT8	The Contractor should demonstrate that the proposed resource has experience designing and developing optimization algorithms.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
Total:			125	
Required Pass Mark:			75	
Points Achieved B.6 BUSINESS SYSTEM ANALYST – Level 3 (A)				

2. a) MANDATORY REQUIREMENTS - I.5 IM ARCHITECT - Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	The Contractor must demonstrate that the proposed resource has a minimum of 120 months of combined experience, within the 180 months preceding the Task Authorization issuance date, performing one or more of the following tasks as a IM Architect: • Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration. Develop and document detailed statements of requirements. • Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary. • Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems. • Prototype potential solutions, provide tradeoff information and suggest recommended courses of action. • Perform information modelling in support of BPR implementation. • Perform cost/benefit analysis of implementing new processes and solutions. • Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies. • Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.			
MT2	The Contractor must demonstrate that the proposed resource has experience working on at least One (1) IM/IT project involving the movement of goods across international borders. • The cited project **must** have an iterative multi-phase rollout; • The cited project **must** have had a 24/7 operational mandate • The Proposed Resource **must** have worked on the cited project for a minimum duration of 6 months; and • The cited project **must** have had a dollar value exceeding $100M CAD.			
MT3	The Contractor must demonstrate that the proposed resource has a minimum of 36 months of experience researching, designing and implementing analytical formulas to conduct quantitative risk assessment of trade goods.			

MT4	The Contractor must demonstrate that the proposed resource has a minimum of 24 months of experience using IBM SPSS Modeller to support the development of predictive analytics.			
MT5	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience training and/or mentoring and providing strategic advice to clients in the use and application of predictive analysis techniques.			

b) POINTS RATED REQUIREMENTS - I.5 IM ARCHITECT - Level 3

#	Point Rated Technical Criteria	Scoring Methodology	Maximum points	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT1.	121 to 132 months = 2 points 133 to 144 months = 4 points 145 to 156 months = 6 points 157 to 168 months = 8 points 169 to 180 months = 10 points 181 to 192 months = 12 points 193 to 204 months = 14 points 205 months or greater = 16 points	16	
RT2	The Contractor should demonstrate that the proposed resource has experience applying predictive analytics to the development of IM/IT systems.	12 months or less = 0 points 13 to 36 months = 5 points 37 to 60 months = 10 points 61 months or greater = 15 points	15	
RT3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT3.	37 to 48 months = 6 points 49 to 60 months = 8 points 61 months or greater = 10 points	10	
RT4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT4.	25 to 36 months = 5 points 37 to 48 months = 10 points 49 to 60 months = 15 points 61 months or greater = 20 points	20	

RT5	The Contractor should demonstrate that the proposed resource has experience working on projects that incorporates the use of World Customs Organization (WCO) standards.	0 projects = 0 points 1 project = 2 points 2 projects = 4 points 3 projects = 6 points 4 projects = 8 points 5 projects or greater = 10 points	10	
Total:			71	
Required Pass Mark:			43	
Points Achieved I.5 IM ARCHITECT – Level 3 (B)				

3. a) MANDATORY REQUIREMENTS - B2 BUSINESS ARCHITECT– Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	The Contractor must demonstrate that the proposed resource has a minimum of 120 months of experience developing functional and business architectures in support of IM/IT business transformation projects valued at $10M CAD or more.			
MT2	The Contractor must demonstrate that the proposed resource has experience performing the following tasks on three separate and distinct IM/IT projects: • Use case development; • Facilitating stakeholders (internal and/or external) workshops; • One-on-one interviews and/or consultations; and, • Teleconferences and Joint Application Development (JAD) Sessions. In order for a project to qualify, the resource must have performed all tasks listed above on each project referenced. Additionally, each project referenced must be 6 months or greater in duration.			
MT3	The Contractor must demonstrate that the proposed resource has a minimum of 120 months experience assessing business needs and translating requirements into system functional specifications.			
MT4	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience developing and coordinating policies, processes, and systems related to the assessment of risk and operational surveillance.			

MT5	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience developing business use cases using the Rational Unified Process (RUP) methodology for business modeling and business requirements definition. Rational Unified Process is an iterative software development process framework.			

b) POINT RATED **REQUIREMENTS - B2 BUSINESS** ARCHITECT – **Level 3**

#	**Point Rated Technical Criteria**	**Scoring Methodology**	**Maximum points**	**Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)**
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT1.	121 to 132 months = 2 points 133 to 144 months = 4 points 145 to 156 months = 6 points 157 to 168 months = 8 points 169 to 180 months = 10 points 181 to 192 months = 12 points 193 to 204 months = 14 points 205 months or greater = 16 points	16	
RT2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum of 3 projects required in MT2.	4 Projects = 4 points 5 Projects = 8 points 6 Projects = 12 points 7 Projects = 16 points	16	
RT3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT3.	121 to 132 months = 2 points 133 to 144 months = 4 points 145 to 156 months = 6 points 157 to 168 months = 8 points 169 to 180 months = 10 points 181 to 192 months = 12 points 193 to 204 months = 14 points 205 months or greater= 16 points	16	
RT4	The Contractor should demonstrate that the proposed resource has experience over and	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points	10	

	above the minimum requirements in MT4.	109 months or more = 10 points		
RT5	The Contractor should demonstrate that the proposed resource has experience on IM/IT system projects working at an enterprise strategic level.	36 months or less = 0 points 37 to 48 months = 2 points 49 to 60 months = 4 points 61 to 72 months = 6 points 61 to 84 months = 8 points 85 months or more = 10 points	10	
RT6	The Contractor should demonstrate that the proposed resource has experience scoping new project and solutions to change requests related to key lines of business.	36 months or less = 0 points 37 to 48 months = 2 points 49 to 60 months = 4 points 61 to 72 months = 6 points 61 to 84 months = 8 points 85 months or more = 10 points	10	
Total:			78	
Required Pass Mark:			47	
Points Achieved B2 BUSINESS ARCHITECT – Level 3 (C)				

4. a) MANDATORY REQUIREMENTS - B.3 BUSINESS CONSULTANT - Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	The Contractor must demonstrate that the proposed resource has a minimum of 120 months of experience, within the last 240 months preceding the Task Authorization issuance date, performing one or more of the following tasks as a Business Consultant: • Analyze, evaluate, develop business processes (financial, operational, systems, etc.); • Identify organizational and/or project business opportunities for improvement and streamlining of business processes; • Identify and evaluate critical success parameters, factors and performance measurements; and, • Assist other stakeholders in development and implementation of business improvement processes and programs.			
MT2	The Contractor must demonstrate that the proposed resource has a minimum of 84 months of experience, within the last 180 months preceding the Task Authorization issuance date, in the design and implementation of Business Intelligence applications that incorporate the use of data analytics software.			
MT3	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of demonstrated experience, within the last 120 months preceding the Task Authorization issuance date, in the			

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information.

	design and development of business processes for the implementation of a reporting system.			
MT4	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of demonstrated experience, within the last 120 months preceding the Task Authorization issuance date, in the identification of data reporting requirements and the design of reporting capabilities.			
MT5	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of demonstrated experience, within the last 120 months preceding the Task Authorization issuance date, in the development of reporting prototypes.			

b) POINT RATED REQUIREMENTS - B.3 Business Consultant - Level 3

#	**Point Rated Technical Criteria**	**Scoring Methodology**	**Maximum points**	**Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)**
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT2.	85 to 119 months = 10 points 120 months or greater = 20 points	20	
RT2	The Contractor should demonstrate that the proposed resource has experience in the development of data processes and algorithms.	0 to 11 months = 0 points 12 months to 23 months = 5 points 24 months to 35 months = 10 points 36 to 59 months = 15 points 60 months or greater = 20 points	20	
RT3	The Contractor should demonstrate that the proposed resource has experience in the development of data processes to simplify and improve data flows.	0 to 11 months = 0 points 12 months to 23 months = 5 points 24 months to 35 months = 10 points 36 to 59 months = 15 points 60 months or greater = 20 points	20	
RT4	The Contractor should demonstrate that the proposed resource has experience in the design and development of data structures and data models.	0 to 23 months = 0 points 24 to 35 months = 5 points 36 to 59 months = 10 points 60 months or greater = 15 points	15	
RT5	The Contractor should demonstrate that the proposed resource has demonstrated experience, within the last 120 months preceding the Task Authorization issuance date, performing the following duties to support the implementation of	0 to 23 months = 0 points 24 to 35 months = 5 points 36 to 59 months = 10 points 60 months or greater = 15 points	15	

	Business Intelligence Solutions within the Government of Canada: • data analysis; • documenting data requirements; and, • defining transformation rules.			
Total:			90	
Required Pass Mark:			54	
Points Achieved B.3 Business Consultant – Level 3 (D):				

5. a) MANDATORY REQUIREMENTS – G.5 GIS DATA ARCHITECT – Level 3

#	Mandatory Technical Criteria	MET	NOT MET	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
MT1	The Contractor must demonstrate that the proposed resource has a minimum of 120 months of experience, within the last 240 months preceding the Task Authorization issuance date, performing one or more of the following tasks as a GIS Data Architect: • Designing and developing the data architecture for the project, in the context of the overall system architecture; • Setting Data Policy and the technical solution for the management, storage, access, navigation, movement, and transformation of data; • Specifying recommended DBMS and ETL tools and technologies for structured and unstructured content. • Designing the Metadata Repository; • Creating a data model for the project that is independent of the technology solution; • Examining and enforcing opportunities to provide data reuse, balancing the issues of centralization and replication; • Ensuring the preservation of strategic data assets as applications and technologies evolve; and, • Monitoring and supporting the development of the system's data to ensure it is compliant with the data architecture, and refine the data architecture as required.			
MT2	The Contractor must demonstrate that the proposed resource has a minimum of 60 months experience providing services on geo-spatial related projects using GIS Product Suites.			
MT3	The Contractor must demonstrate that the proposed resource has a minimum of 60 months experience designing and developing a project's data architecture in the context of the overall system architecture. To qualify, each of the referenced project must:			

	• have had a dollar value exceeding $10M CAD; • have had a 24/7 operational mandate (24/7 is defined as an operation that functions 24 hours a day, 7 days a week); and, • have had the proposed resource work on the projects for a minimum duration of 6 months.			
MT4	The Contractor must demonstrate that the proposed resource has a minimum of 60 months experience working on large-scale data management and data modeling concepts, with both relational and dimensional data models. Any projects used to respond to this criterion must meet the requirements below: • Cited projects must have had a dollar value exceeding $10M CAD; • Cited projects must have had a 24/7 operational mandate (24/7 is defined as an operation that functions 24 hours a day, 7 days a week); and, • Cited projects must have had the proposed resource work on the projects for a minimum duration of 6 months.			
MT5	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience analyzing existing capabilities and requirements, developing redesigned frameworks and recommending areas for improved capability and integration.			
MT6	The Contractor must demonstrate that the proposed resource has a minimum of 60 months of experience assessing existing procedures, methods, database content, structure, and application subsystems.			

b) POINT RATED REQUIREMENTS – G.5 GIS DATA ARCHITECT – Level 3

#	Point Rated Technical Criteria	Scoring Methodology	Maximum points	Contractor's Response Demonstrated Experience and Cross Reference to proposal (Page #)
RT1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT1.	121 to 132 months = 2 points 133 to 144 months = 4 points 145 to 156 months = 6 points 157 to 168 months = 8 points 169 to 180 months = 10 points 181 to 192 months = 12 points 193 to 204 months = 14 points 205 or more months = 16 points	16	

RT2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT3.	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points 109 to 120 months = 10 points 121 to 132 months = 12 points 133 to 144 months = 14 points 144 months or greater = 16 points	16	
RT3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT4.	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points 109 to 120 months = 10 points 121 to 132 months = 12 points 133 to 144 months = 14 points 144 months or greater = 16 points	16	
RT4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT5.	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points 109 to 120 months = 10 points 121 to 132 months = 12 points 133 to 144 months = 14 points 144 months or greater = 16 points	16	
RT5	The Contractor should demonstrate that the proposed resource has experience over and above the minimum requirements in MT6.	61 to 72 months = 2 points 73 to 84 months = 4 points 85 to 96 months = 6 points 97 to 108 months = 8 points 109 to 120 months = 10 points 121 to 132 months = 12 points 133 to 144 months = 14 points 144 months or greater = 16 points	16	
RT6	The Contractor should demonstrate that the proposed resource has experience with the development of business driven	0 to 12 months = 0 points 13 to 24 months = 1 point 25 to 36 months = 2 points 37 to 48 months = 3 points	10	

	data governance methodologies for a Business Intelligence project.	49 to 60 months = 4 points 61 to 72 months = 5 point 73 to 84 months = 6 points 85 to 96 months = 7 points 97 to 108 months = 8 points 109 to 120 months = 9 point 121 months or greater = 10 points		
RT7	The Contractor should demonstrate that the proposed resource has experience with the development of data governance, stewardship frameworks, and best practices using DAMA International and/or COBiT models.	0 to 12 months = 0 points 13 to 24 months = 1 point 25 to 36 months = 2 points 37 to 48 months = 3 points 49 to 60 months = 4 points 61 to 72 months = 5 point 73 to 84 months = 6 points 85 to 96 months = 7 points 97 to 108 months = 8 points 109 to 120 months = 9 point 121 months or greater = 10 points	10	
RT8	The Contractor should demonstrate that the proposed resource has experience creating, updating, revising, and documenting GIS and/or earth observation data sets.	0 to 12 months = 0 points 13 to 24 months = 1 point 25 to 36 months = 2 points 37 to 48 months = 3 points 49 to 60 months = 4 points 61 to 72 months = 5 point 73 to 84 months = 6 points 85 to 96 months = 7 points 97 to 108 months = 8 points 109 to 120 months = 9 point 121 months or greater = 10 points	10	
RT9	The Contractor should demonstrate that the proposed resource has experience developing project material documentation and presenting to both business and IT (technical) communities.	0 to 12 months = 0 points 13 to 24 months = 1 point 25 to 36 months = 2 points 37 to 48 months = 3 points 49 to 60 months = 4 points 61 to 72 months = 5 point 73 to 84 months = 6 points 85 to 96 months = 7 points 97 to 108 months = 8 points 109 to 120 months = 9 point 121 months or greater = 10 points	10	
Max. Available Points:			120	
Required Pass Mark			72	
Points Achieved G.5 GIS DATA ARCHITECT – Level 3 (E):				

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

_______________________________________ _____________________

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

_______________________________________ _____________________

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

_______________________________________ _____________________

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

____________________________________ _________________

Print name of authorized individual & sign above Date

COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
1000331663

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine

2. Branch or Directorate / Direction générale ou Direction

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit? ☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A ☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☑	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☑	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET - SIGINT TRÈS SECRET - SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No Non ☐ Yes Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No Non ☐ Yes Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) COREY LOVEROCK	Title - Titre MANAGER	Signature

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Oct 30, 2017

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) AHMED [illegible]	Title - Titre A/Manager, HQ Security	Signature

Telephone No. - N° de téléphone 8?3-2??-7??1	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel [illegible]	Date 2017-11-01

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☑ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Sylvie Morin	Title - Titre Supply Specialist	Signature Morin, Sylvie Digitally signed by Morin, Sylvie Date: 2017.11.24 14:08:08 -05'00'

Telephone No. - N° de téléphone 873-469-4992	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sylvie.morin@tpsgc-pwgsc.gc.ca	Date 2017-11-24

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.02 13:38:31 -05'00'

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division/Division des contrats sécurité /
Contract Security Program/Programme de sécurité des contrats /
Public Services and Procurement Canada, Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. / Nº de l'autorisation de tâches (AT) :	Commitment No. / Nº de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

+
-

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

[illegible] - Released under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	
						+ -

B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif	
					+ -
			Estimated Cost / Coût estimatif		
			Total Estimated Travel and Living Cost / Estimé des frais de déplacement et de subsistance	$0.00	
Taxe rate applied / Taux d'imposition appliqué (%)	15.000		Applicable Taxes / Taxes applicables	$0.00	
			Total Estimated Cost / Coût total estimatif	$0.00	

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé

Date

Signature

Name of Contracting Authority / Nom de l'autorité contractante

Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Canada Border Services Agency   Agence des services frontaliers du Canada

Contract No. – Numéro de contrat: 500000911

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road - 355 ch. River nord
17th Floor - 17ieme étage
Ottawa ON K1A 0L8

Title — Sujet :	TBIPS SA - Application/Software Architects (Level 3)
Contract No. — N° du contrat :	5500000911
Requisition No. - Numéro de la réquisition	1000331992
Amendement # - No de la modification	001

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

D.D.P. — D.D.P. :
Destination of Goods, Services, And Construction — Destination des biens, services et construction

See herein – voir aux présentes

Invoices to be sent to — Factures envoyés à :

Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature   Date Sept. 28 2021

Name, title of person authorized to sign (type or print) — Nom et tire du signataire autorisé (caractère d'impression)

Director
BiR Consulting Inc.
Thanks

Contracting Authority — Autorité contractante : Teagan Léger

Telephone No. — No de téléphone: 506-852-6975

E-Mail Address — Adresse Courriel: teagan.leger@cbsa-asfc.gc.ca

Previous Total Cost (GST incl.) / Coût total antérieur (tax incl.)	$1,751,500.00
Amendment Value (GST incl.) / Valeur de la modification (tax incl.)	$109,468.75
Revised Value (GST incl.) / Valeur révisée (tax incl.)	$1,860,968.75
Currency Type - Genre de devise :	CAD

Vendor / Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur :

VENDOR : BiR Consulting Inc..
ADDRESS : 5731 Atkins Street, Ottawa, ON, K1W 1B3
CONTACT PERSON: Irene Richardson
TELEPHONE No. : (819) 459-3284
EMAIL ADRESS : Irene@birconsulting.ca

Signed for the President by — Signé pour le Président par :

MARTEL ALEXANDRE
Digitally signed by MARTEL ALEXANDRE
DN: C=ca, O=gc, OU=cbsa-asfc, OU=PERSONNEL, CN=MARTEL ALEXANDRE - SERIALNUMBER=20182951027760744
Reason: I am the author of this document
Location: your signing location here
Date: 2021-09-27 11:58:15
Foxit PhantomPDF Version: 10.0.1

Signature   Date

Name and Position Title — Nom et Titre du poste

Alexandre Martel
Director
Strategic Procurement and Material Management Division (SPMMD)

Amendment 001 is raised to make the following changes:

1) increase the Total Estimated Cost of the Contract
2) extend the Contract Period
3) change the Contracting Authority
4) change the Project Authority

At Page 1 of the Contract, under Total Estimated Cost, amend as follows:

DELETE: $1,751,500.00
INSERT: $1,860,968.75

At section 7.8 CONTRACT PERIOD:

DELETE in its entirety:

(a) Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
    i. The "Initial Contract Period", which begins on the date the Contract is awarded and ends five (5) years after contract award.

INSERT:

(a) Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
    i. The "Initial Contract Period", which begins on the date the Contract is awarded and ends on March 31st, 2022.

At section 7.9 AUTHORITIES:

DELETE in its entirety:

a. **Contracting Authority**
The Contracting Authority for the Contract is:

Name: Robert Penwarden
Title: A/Team Leader, SPMMD
Organization: Canada Border Services Agency
Address: 355 North River Road, 17th Floor, Tower B, Ottawa, ON, K1A 0L8
Telephone: 343-291-5669
E-mail address: Robert.Penwarden@cbsa-asfc.gc.ca

INSERT:

a. **Contracting Authority**
The Contracting Authority for the Contract is:

Name: Teagan Léger
Title: Contracts Officer, SPD
Organization: Canada Border Services Agency
Address: 355 North River Road, 17th Floor, Tower B, Ottawa, ON, K1A 0L8
E-mail address: Teagan.Leger@cbsa-asfc.gc.ca

DELETE in its entirety:

b. **Technical Authority**

The Technical Authority for the Contract is:

Name: Karan Hauser

Title: IT Manager - Secondary Processing and Passage History
Organization: Canada Border Services Agency
Address: 333 North River Road, 3rd Floor, Ottawa, Ontario K1A 0L8
Telephone: (343) 291-6747
E-mail address: Karan.Hauser@cbsa-asfc.gc.ca

INSERT:

a. Technical Authority

The Technical Authority for the Contract is:

Name: Phil Toutain
Title: A/Director, Traveller Systems Division
Organization: Canada Border Services Agency
Address: 333 North River Road, 3rd Floor, Ottawa, Ontario K1A 0L8
Telephone: (343) 291-7866
E-mail address: Phil.Toutain@cbsa-asfc.gc.ca

*****All other terms and conditions remain unchanged*****

Canada Border Services Agency Agence des services frontaliers du Canada

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road – 355 ch. River nord
17th Floor – 17ieme étage
Ottawa ON
K1A 0L8

Title — Subjet:
TBIPS SA – Application/Software Architects (Level 3)

Contract No. — No du contract:
5500000911

Contract — Contrat

Your proposal is accepted to sell to Her Majesty the Queen. in right of Canada. in accordance with the terms and conditions set out herein. referred to herein or attached hereto. the goods and/or services. or construction listed herein and on any attached sheets at the price or prices set out thereof.
Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada. aux conditions énoncées ou incluses par référence dans les présentes. et aux annexes ci-jointes. les biens. et/ou les services ou la construction énumérés dans les présentes. et sur toute feuille ci-annexée. au(s) prix indiqué(s).

D.D.P. — D.D.P.:
Destination of Goods, Services, And Construction —
Destination des biens, services et construction
See herein — voir aux présentes

Invoices to be sent to — Factures Envoyer à :
Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca (Preferred)
(National Invoice Reception Unit)
105 Rue McGill #250-01
Montreal Quebec H2Y 2E7

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Sept 30 2016
Signature
Date

Name, title of person authorized to sign (type or print) — Nom et tire du signataire autorisé (caractère d'impression)

Director, IT Consulting Services

Contracting Authority — Autorité contractante : **Robert Penwarden**	
Telephone No. — No de telephone: (343) 291-5669	**Fax No. — No de télécopieur :** (343) 291-5722
E-Mail Address — Courriel: Robert.Penwarden@cbsa-asfc.gc.ca	
Total Estimated Cost (HST incl.) /Coût total estimatif (TVH incl.): $1,751,500.00	**Currency Type – Genre de devise :** CAD

Vendor / Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur :

BiR Consulting Inc.
5731 Atkins Street,
Ottawa, ON, K1W 1B3

Signed for the President by — Signé pour le Président par :

Sept 30/16
Signature
Date

Name and Position Title — Nom et Titre du poste

Jessica Sultan
Director, SPMMD
Canada Border Services Agency

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

Canada Border Services Agency | Agence des services frontaliers du Canada

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road – 355 ch. River nord
17th Floor 17ième étage
Ottawa ON
K1A 0L8

Title — Subject:
TBIPS SA – Application/Software Architects (Level 3)

Contract No. — No du contract:
5500000911

Contract — Contrat

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.
Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

D.D.P. — D.D.P.:
Destination of Goods, Services, And Construction —
Destination des biens, services et construction
See herein voir aux présentes

Invoices to be sent to — Factures Envoyer à :
Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca (Preferred)
(National Invoice Reception Unit)
105 Rue McGill #250-01
Montreal Quebec H2Y 2E7

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat : Signature Date	**Contracting Authority — Autorité contractante :** **Robert Penwarden**	
	Telephone No. — No de telephone: (343) 291-5669	**Fax No. — No de télécopieur :** (343) 291-5722
	E-Mail Address — Courriel: Robert.Penwarden@cbsa-asfc.gc.ca	
Name, title of person authorized to sign (type or print) — Nom et tire du signataire autorisé (caractère d'impression)	**Total Estimated Cost (HST incl.) /Coût total estimatif (TVH incl.):** $1,751,500.00	**Currency Type – Genre de devise :** CAD

Vendor / Firm Name and Address **Raison sociale et adresse du fournisseur/de l'entrepreneur :** **BiR Consulting Inc.** 5731 Atkins Street, Ottawa, ON, K1W 1B3	**Signed for the President by — Signé pour le Président par :** Signature Date
	Name and Position Title — Nom et Titre du poste Jessica Sultan Director, SPMMD Canada Border Services Agency

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Annex A Statement of Work
    Appendix A to Annex A – Task Authorization (TA) form
Annex B Security Requirements Check List
Annex C Basis of Payment
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Canada Border Services Agency | Agence des services frontaliers du Canada

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

7.1 REQUIREMENT

(a) ***BiR Consulting Inc.*** (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services as requested by Canada.

(b) **Client:** Under the Contract, the 'Client' is Canada Border Services Agency (CBSA).

(c) **Reorganization of the Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

(e) **Location of Services:** Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

7.2 TASK AUTHORIZATION ("TA")

(a) Purpose of TA

Services to be provided under the Contract on an "as-and-when-requested basis" will be ordered by Canada using the Task Authorization ("TA") process. The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a valid, fully signed TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk..

(b) Process for Issuing a TA

If a requirement for a specific task is identified, a draft "statement of task" will be prepared by the Client and sent to the Contractor by the Contracting Authority. Once it receives the statement of task, the Contractor must submit a response to the Contracting Authority identified in the TA detailing the cost and time to complete the task. The Contractor's response must be based on the rates set out in the Contract. The Contractor will not be paid for providing the response or for providing other information required to prepare and issue the TA. The Contractor must provide any information requested by Canada in relation to the preparation of a TA within five (5) working days of the request, unless otherwise specified.

(c) Approval Process

If Canada approves the Contractor's task response, Canada (by its authorized representative, as described in this contract) will issue the TA by forwarding a fully signed copy of the final TA form to the Contractor. Whether or not to approve or issue a TA is entirely within Canada's discretion.

(d) Authority to Issue a TA

Any TA must be issued directly by the Contracting Authority.

(e) Contents of a TA

A Task Authorization must contain the following information, if applicable:

(i) a task number;

(ii) the number of resources in each category required;

(iii) a statement of work for the task outlining the activities to be performed and identifying any deliverables;

(iv) the duration of the task is to be carried out (start and end dates);

(v) milestone dates for deliverables and payments (if applicable);

(vi) the number of person-days of effort required;

(vii) the specific work location;

(viii) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

any other constraints that might affect the completion of the task.

(f) Charges for Work under a TA

The Contractor must not charge Canada anything more than the price set out in the Task Authorization unless Canada has issued a TA amendment authorizing the increased expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before being incorporated into the Work.

(g) Consolidation of TAs for Administrative Purposes

The Contract may be amended from time to time to reflect all Task Authorizations issued and approved by the Contracting Authority to date, to document the Work performed under those TAs for administrative purposes.

(h) Refusal of Task Authorizations

Unless specified otherwise in the RFP, the Contractor is required to submit a response in response to every draft statement of task issued by Canada. Canada may immediately, and without further notice, terminate the Contract for default if the Contractor does not submit a response in response to a draft statement of task issued during the Contract Period.

(i) Minimum Work Guarantee

In this clause, "**Minimum Contract Value**" means 5% of the amount identified as the Total Estimated Cost on page 1 of the Contract when it is first awarded. The Contractor must perform the Work described in the Contract as and when requested by Canada during the Contract Period. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph (c). In consideration of this obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract.

If Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

(j) Evaluation and Qualification of Additional Resources

Resources who are being proposed in response to a TA who were not qualified at bid closing must meet all mandatory requirements and achieve the minimum (or greater) pass mark in the point rated criteria within the Technical Criteria, as per Attachment 4.1 to Part 4, for the resource category under which they are being proposed.

[redacted]

7.3 AVAILABILTY AND REPLACEMENT OF RESOURCE– TASK AUTHORIZATION

A) The contractor must ensure that the originally evaluated resource is available for the initial task authorization issued in relation to this contract. The crown reserves the right to award the resulting contract to the next ranked bidder should the originally evaluated resource not be available for the initial task authorization.

B) Replacement resources will be evaluated according to the original mandatory and point rated evaluation criteria. The replacement resource to be evaluated must obtain a minimum score that is:

> 1) meet all the mandatory criteria and achieve the minimum (or greater) pass mark in the point rated criteria.

7.4 MINIMUM WORK GUARANTEE

a. In this clause,
    i. "**Minimum Contract Value**" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and
    ii. "Minimum Contract Value" means **5%** of the Maximum Contract Value on the date the contract is first issued.

b. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

c. In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.

d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract
    i. for default.
    ii. for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
    iii. for convenience within ten business days of Contract award.

7.5 STANDARD CLAUSES AND CONDITIONS\

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (http://sacc.pwgsc.gc.ca/sacc/index-e.jsp) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 04 of Section 41 Code of Conduct and Certifications, of General Conditions 2035 referenced above is replaced by:

> During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services; and

(ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

7.6 SECURITY REQUIREMENT

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE #	***Contractor Clearance***	***Personnel Security Screening***	***Contractor and its personnel***
Common Service PS SRCL #19	*FSC*	*SECRET*	*MUST NOT remove any protected/CLASSIFIED information*

7.6.1 The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

7.6.2 The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret**, granted or approved by CISD/PWGSC.

7.6.3 The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

7.6.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

7.6.5 The Contractor/Offeror must comply with the provisions of the:

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

a) Security Requirements Check List and security guide, attached at Annex B;
b) *Industrial Security Manual* (Latest Edition).

7.6.6 Prior to the work beginning under a TA the following security requirement must be considered.

ADDITIONAL SECURITY REQUIREMENT: The Canada Border Services Agency will conduct its own personnel Reliability Status assessment on the recommended Contractor and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resource under a Task Authorization, the Contractor must submit a completed signed original TBS 330-23 Form Personnel Screening Consent and Authorization (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf) upon request of the Contracting Authority.

Until the credit check and all other security screening processes required by the CBSA have been completed and the Contractor and its personnel is considered suitable by the CBSA, no Task Authorizations will be awarded and the Contractor (specifically, the Contractor personnel) shall **not** be permitted access to Protected / Classified information or assets, and further, shall **not** be permitted to enter sites where such information or assets are kept.

In the event the Contractor (specifically the Contractor personnel) does not pass the security screening process required by the CBSA, the Contractor's proposed resource will be considered non-responsive and no Task Authorization will be issued.

Contractor personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information\assets are kept.

7.7 DISPUTE RESOLUTION SERVICES

A potential supplier who has made an objection regarding a procurement relating to a designated contract to the relevant government institution, and is denied relief by that government institution, may file a complaint with the Tribunal within 10 working days after the day on which the potential supplier has actual or constructive knowledge of the denial of relief, if the objection was made within 10 working days after the day on which its basis became known or reasonably should have become known to the potential supplier.

https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/supplier-complaint-process/recourse-mechanisms

7.8 CONTRACT PERIOD

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
    (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends five (5) years after contract award.

7.9 AUTHORITIES

(a) **Contracting Authority**
The Contracting Authority for the Contract is:

Name:	Robert Penwarden
Title:	Senior Procurement Officer

[redacted]

Organization: Canada Border Services Agency
Address: 355 North River Road, 17th Floor, Ottawa, Ontario K1A 0L8
Telephone: (343) 291-5669
Facsimile: (343) 291-5722
E-mail address: Robert.Penwarden@cbsa-asfc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) **Technical Authority**

The Technical Authority for the Contract is:

Name: Karan Hauser
Title: IT Manager - Secondary Processing and Passage History
Organization: Canada Border Services Agency
Address: 333 North River Road, 3rd Floor, Ottawa, Ontario K1A 0L8
Telephone: (343) 291-6747
E-mail address: Karan.Hauser@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Contractor's Representative

The Contractor's Representative for the Contract is:

Name:
Title: Director BiR Consulting Inc.
Organization: BiR Consulting Inc.
Address: 5731 Atkins Street, Ottawa, Ontario, K1W 1B3
Telephone:
E-mail address:

7.10 PAYMENT

A. **Basis of Payment**:

One or more of the basis of payment options below will be specified in the TA:

i. **Professional Services provided under a Task Authorization with a Limitation of Expenditure**: For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex C, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

ii. **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex C, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

iii. **Professional Services provided under a Task Authorization with a Ceiling Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the ceiling price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex C, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

iv. **Pre-Authorized Travel and Living Expenses:**
Canada will not pay any travel or living expenses associated with performing the Work.

v. **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

vi. **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

vii. **Purpose of Estimates**: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitments to purchase specific amounts or values of services are described elsewhere in the Contract.

B. **Canada's total responsibility**

i. **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex C, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: $1,550,000.00 CAD

ii. **Applicable Taxes** :

Estimated Cost: $201,500.00 CAD

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

   A. It is 75 percent committed, or

   B. 4 months before the Contract expiry date, or

   C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

   whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

c. **Methods of Payment - Approved TA:** One or more of the following methods of payment will form part of the approved TA:

For a Firm Price TA:

(a) **Single Payment:** Canada will pay the Contractor on a single basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all such documents have been verified by Canada;
- iii. the Work performed has been accepted by Canada.

(b) **Milestone Payment:** Canada will pay the Contractor on a milestone basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- i. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all required certificates have been signed by the respective authorized representatives; all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

For the Work specified in an approved TA subject to a limitation of expenditure or ceiling price:

(c) **Single Payment:** Canada will pay the Contractor on a single basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all such documents have been verified by Canada;
- iii. the Work performed has been accepted by Canada.

(d) **Monthly Payment:** Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- ii. all such documents have been verified by Canada;
- iii. the Work performed has been accepted by Canada.

d. **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

e. **Payment Credits**

i. **Failure to Provide Resource:**

A. If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of *10 days*.

B. **Corrective Measures:** If credits are payable under this Article for *two consecutive months* or for *three months in any twelve-month period*, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and *20 working days* to rectify the underlying problem.

C. **Termination for Failure to Meet Minimum Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor *3 months'* written notice of its intent, if any of the following apply :

1. the total amount of credits for a given monthly billing cycle reach a level of *10%* of the total billing for that month; or
2. the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

ii. **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

iii. **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

iv. **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

v. **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

vi. **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

f. **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.11 INVOICING INSTRUCTIONS

a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
d. The Contractor will submit invoices on its own form, which will include:
    (i) the date;
    (ii) the Contractor name and address;
    (iii) the Destination
    (iv) Standing Offer/Supply Arrangement number;
    (v) Contract serial number;
    (vi) Financial codes, including GST or HST (as applicable) registration number;
    (vii) Description of the Work
    (viii) Category(ies) of Personnel and number of days worked;
    (ix) Firm Per Diem Rate on which the total dollar amount of the invoice is based;
    (x) the amount invoiced (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately;
    (xi) Client Reference Number (CRN);
    (xii) Business Number (BN); and
    (xiii) Total value billed to date and the dollar amount remaining in the Contract to date.
e. The Contractor will send the original and one copy of the invoice to the Technical Authority's paying office (CBSA Finance) at the following location on a monthly basis:

Canada Border Service Agency – Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca (Preferred)
(National Invoice Reception Unit)
105 Rue McGill #250-01
Montreal Quebec H2Y 2E7

A copy of the invoice must be sent to the Contracting Authority at the following location on a monthly basis:

Att: Robert Penwarden
Strategic Procurement and Material Management Division (SPMMD)
Robert.Penwarden@cbsa-asfc.gc.ca

7.12 CERTIFICATIONS

a. Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

7.13 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – DEFAULT BY CONTRACTOR

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

7.14 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

7.15 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wordings of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) These Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
(b) Supplemental general conditions, in the following order:
  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
  (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
(c) General Conditions 2035 (2016-04-04);
(d) Signed Task Authorizations;
(e) Annex A Statement of Work;
  i. Appendix A to Annex A Task Authorization Form

(f) Annex C Basis of Payment;
(g) Annex B Security Requirements Check List;
(h) Supply Arrangement Number EN578-055605/218/EI (the "**Supply Arrangement**");
(i) the Contractor's bid dated June 10, 2016.

7.16 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.17 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g. Employees and, if applicable, Volunteers must be included as Additional Insured.

h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

   Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.18 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

b. **First Party Liability** :

i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to :

A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";

B. physical injury, including death.

ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.

iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.

v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :

A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00 , whichever is more.

vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. **Third Party Claims :**

i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

7.19 PROFESSIONAL SERVICES - GENERAL

a. The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

b. If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

c. In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
    a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
    b. security information on the proposed replacement as specified by Canada, if applicable.

    The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
    a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
    b. assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).
3. Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

[redacted]

7.20 SAFEGUARDING ELECTRONIC MEDIA

a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

7.21 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its and its proposed resources experience and expertise in its bid that resulted in the award of the Contract and issuance of TAs. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TAs. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.22 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.23 TRANSITION SERVICES AT END OF CONTRACT PERIOD

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to three months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no additional charge for these services.

7.24 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:
a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to

eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.25 NON-DISCLOSURE AGREEMENT

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, which can be found in Annex D, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

Canada Border Services Agency　Agence des services frontaliers du Canada

ANNEX A
STATEMENT OF WORK

TITLE	**Application/Software Architect - Level 3**
OBJECTIVE	The Senior Application/Software Architects will be required to: - Develop technical architectures, frameworks and strategies to meet the business and applications requirements. - Produce technical documents such as technical design documents and technical requirements specifications. - Provide technical direction, solution options and recommendations to meet the application requirements. - Identify the impact and provide option analyses and requirements specifications based on given requirements. - Develop, integrate and deploy solutions on CBSA's infrastructure for the section. - Identify policies and requirements that drive out a particular solution. - Analyze and evaluate alternative technology solutions to meet business requirements - Evaluate software relative to their ability to support specified requirements, by determining potential and actual bottlenecks and improve system performance - Monitor industry trends to ensure that solutions fit with government and industry directions for technology. - Provide support to application and/or technical support teams in the proper application of infrastructure and development frameworks. - Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend improvements.
BACKGROUND	The Secondary Processing and Passage History section is responsible for the development and implementation of several key

ANNEX A
STATEMENT OF WORK

	Government of Canada commitments under the Canada-U.S. Beyond the Border Action plan and Biometrics Expansion including: • Entry/Exit Basic Query – to provide basic query access to entry/exit information to CBSA user groups across Canada, including border services officers (BSOs) at Secondary ports of entry (POE), Inland Enforcement, and CBSA users outside of Canada • Entry/Exit CIC Query — to allow authorized CIC employees the access for the entry and exit of travelers to support and improve border and immigration program management • Entry/Exit Identity Resolution and Reconciliation — a process which establishes and permits information sharing the entry and exit events of a traveller so that a traveller's entry record into one country can be utilized to establish an exit record from the other for CBSA security management • Other Entry/Exit projects including and not limited to Notifications, OGD Sharing, Vetting, etc. • Generic Passage Flow – a consolidated operational model of traveller processing to improve border and security management • Primary Inspection Kiosk - an initiative to streamline the border clearance process in air mode by incorporating the documents authentication, facial recognition, iris and fingerprint scanning and the use of mobile technologies • Biometrics Expansion – Integrated border services with the CIC and the RCMP through several projects for immigration information sharing to strengthen the integrity of immigration and border programs in Canada and the United States In order to support the development of the above initiatives, the SPPH section is in need of a Senior Application Architect/Designer/Developer with a strong background in analysis, design, options evaluation, development and implementation of solutions and strong communication and mentoring skills.
SCOPE	The Secondary Processing and Passage History section requires up to two (2) Senior Application/Software Architects for five years on an as and when requested basis through the issuance of task authorizations.

ANNEX A
STATEMENT OF WORK

	Each task authorization will list/specify the specific tasks to be completed. Regardless of the Objective and Background sections above, should a requirement for work from another CBSA sector align with the tasks and deliverables of this contract, CBSA may, at its discretion, leverage resources from this contract to support and assist with that requirement.
TASKS	1. Work closely with Senior Technical Advisors and Project Architects to provide options, technical direction and make recommendations to team, senior management, clients and stakeholders. 2. Work closely with other members of the Development Team to analyze, design and develop detailed specification documents with clear project deliverables and timelines to ensure timely completion of deliverables. 3. Develop project/system documentation as required as part of the Service Life Cycle Management Framework (SLMF). 4. Attend meetings as needed during all phases of project development 5. Work with various team leaders, clients and Service Managers to analyze, design and develop (if required) solutions 6. Determine appropriate architecture, and other technical solutions, and make relevant recommendations to the team, senior management, clients and stakeholders. 7. Communicate to the Management with efficiency and accuracy project statuses. 8. Engage in strategic thinking to provide high value-of-service. 9. Alert colleagues to emerging technologies and/or applications and the opportunities to integrate them into operations and activities while adhering to the agency framework and guidelines. 10. Be actively involved in and contribute regularly to the development community by participating in technical meetings including but not limited to the Divisional Technical Meetings.

ANNEX A
STATEMENT OF WORK

	11. Regular status reports will be submitted to supervisors.
CONSTRAINTS	The target delivery timeline for the major Beyond the Border initiatives for Entry/Exit are slated for fiscal years 2016 to 2017. The target delivery timelines for the Biometric Expansion projects are targeted for 2016 to 2018. To ensure the projects can be delivered on time, the SPPH section requires a strong skilled and experienced Senior Application Architect/Designer/Developer with secret security clearance. Each task authorization will specify any additional constraints.
DELIVERABLES	The Senior Application/Software Architect will provide project documentation, technical solutions, and make relevant recommendations to the team, senior management, clients and stakeholders based on requirements. The Senior Application/Software Architect will perform knowledge transfer to the EXIS and SPPH team members in the form of coaching and documentation throughout the duration of the contract. Regular status reports will be submitted to supervisors. Detailed timesheets must be submitted on a monthly basis to supervisors.
TRAVEL REQUIREMENTS	While there is no travel expected in the conduct of the work, each Task Authorization will describe any travel, if required.
LANGUAGE	The Senior Application/Software Architect must work and produce deliverables in English.

Commented [PR1]:

Canada Border Services Agency Agence des services frontaliers du Canada

APPENDIX A TO ANNEX A
TASK AUTHORIZATION (TA) FORM

TASK AUTHORIZATION	
Contractor:	**Contract Number:**
Task Number:	**Date:**
Amendment Number:	

TA Request
(For completion by Technical Authority)

Background/Objective:

This section should provide context for the work and a high level outcome. For example: This is the 1st phase of the project so the focus is only on certain aspects of the work. This will assist the procurement officer in their review and will distinguish from previous or subsequent TAs.

Tasks:

This section lists the detailed and specific tasks the resource is required to perform to achieve the outcome.

Deliverables and Associated Schedule:

This section lists the detailed deliverables the resource must produce along with the due dates of when they must submit them. The description of the deliverables should make it clear to the supplier and their resource what constitutes an acceptable deliverable so there is no ambiguity in terms of the quality we expect. If we do not provide this, we have little to no recourse for poor performance.

Format of Deliverables:

2. PERIOD OF SERVICES	**From:** __________	**To:** _____________
3. Work Location		
4. Other Conditions /Restraints	**[ ] Yes [ ] No Specify:**	
5. Travel	**[ ] Yes [ ] No Specify:**	
6. Basis of Payment	**Limitation of Expenditure [ ] Ceiling Price [ ]** **Firm Price [ ]**	

7. METHOD OF PAYMENT:

☐ Single ☐ Monthly ☐ Milestones

8. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL

[ ] Reliability Status [ ] Confidential [ ] Secret [ ] Not Applicable

9. BILINGUALISM (if applicable)

[ ] English and French [ ] French [ ] English

TA Proposal
[For completion by Contractor]

10. Estimated Cost Contract

Category and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated # of Days	Total cost

APPENDIX A TO ANNEX A
TASK AUTHORIZATION (TA) FORM

			Sub-total Professional Fees:	$
			HST:	$
			Total:	$
TA Approval				
11. Signing Authorities				
		Signatures of Authorized Representatives		Date
Name & Title of Individual Authorized to Sign on Behalf of Contractor:				
Name & Title of Individual Authorized to Sign Pursuant to sub-section 32(1) of the *Financial Administration Act*:				
Name & Title of Contracting Authority:				
12. Invoicing				
Payment to be made based on receipt of detailed invoices for services rendered, subject to full acceptance by the Project Authority. Total of payments not to exceed the grand total. The supplier should invoice in ¼, ½, ¾ or whole day increments. For example 1.00, 1.25, 1.50 or 1.75 days. **Invoices must be sent electronically via email to:**				
Financial Coding:				

CBSA - [illegible] under the Access to Information Act
ASFC - Divulgation en vertu de la Loi sur l'Accès à l'information.

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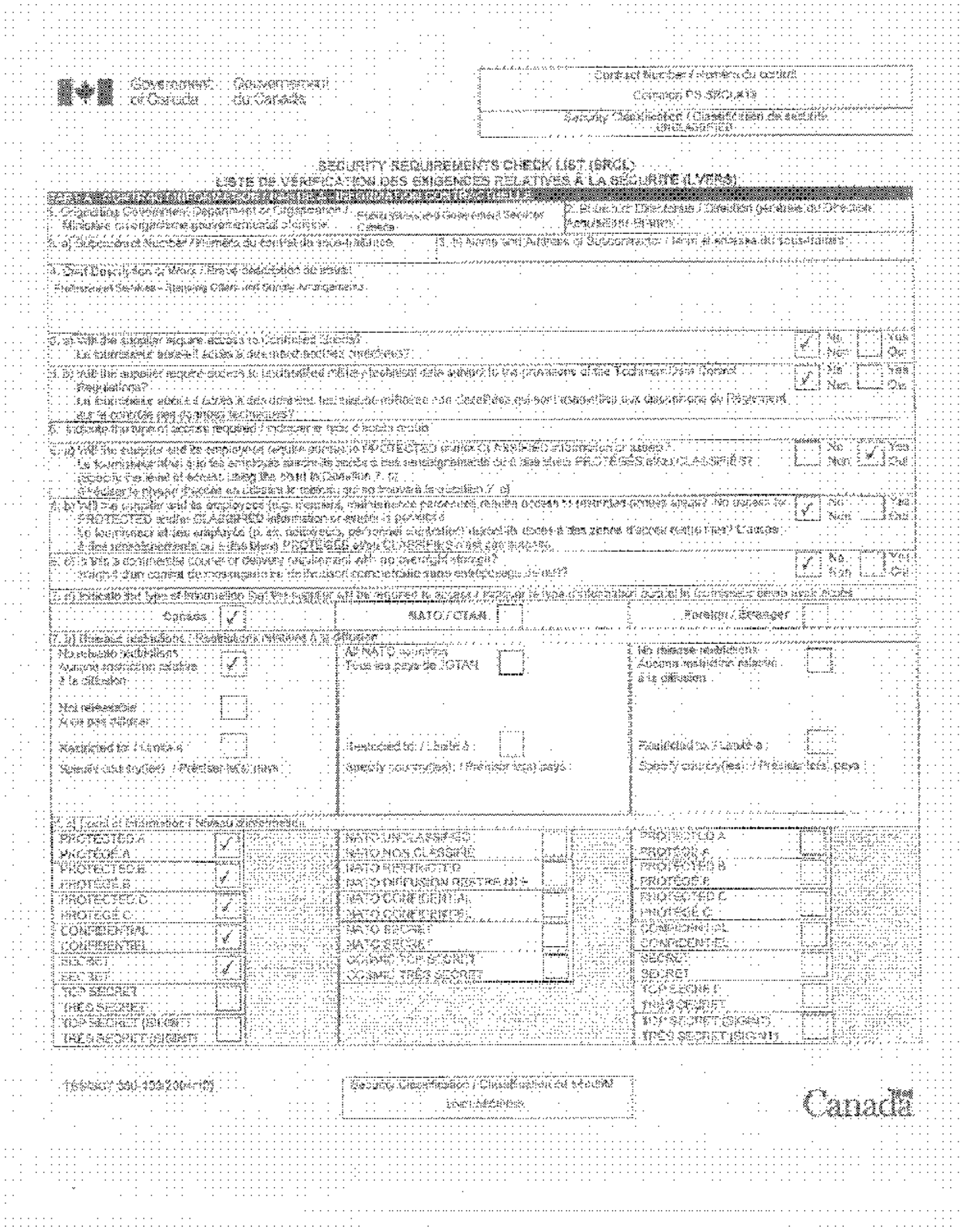
ANNEX B
SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
Common PS SRCL#19
Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction: Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail
Professional Services - Standing Offers and Supply Arrangements

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No / Non ☑ Yes / Oui
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A ☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☑	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☑	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

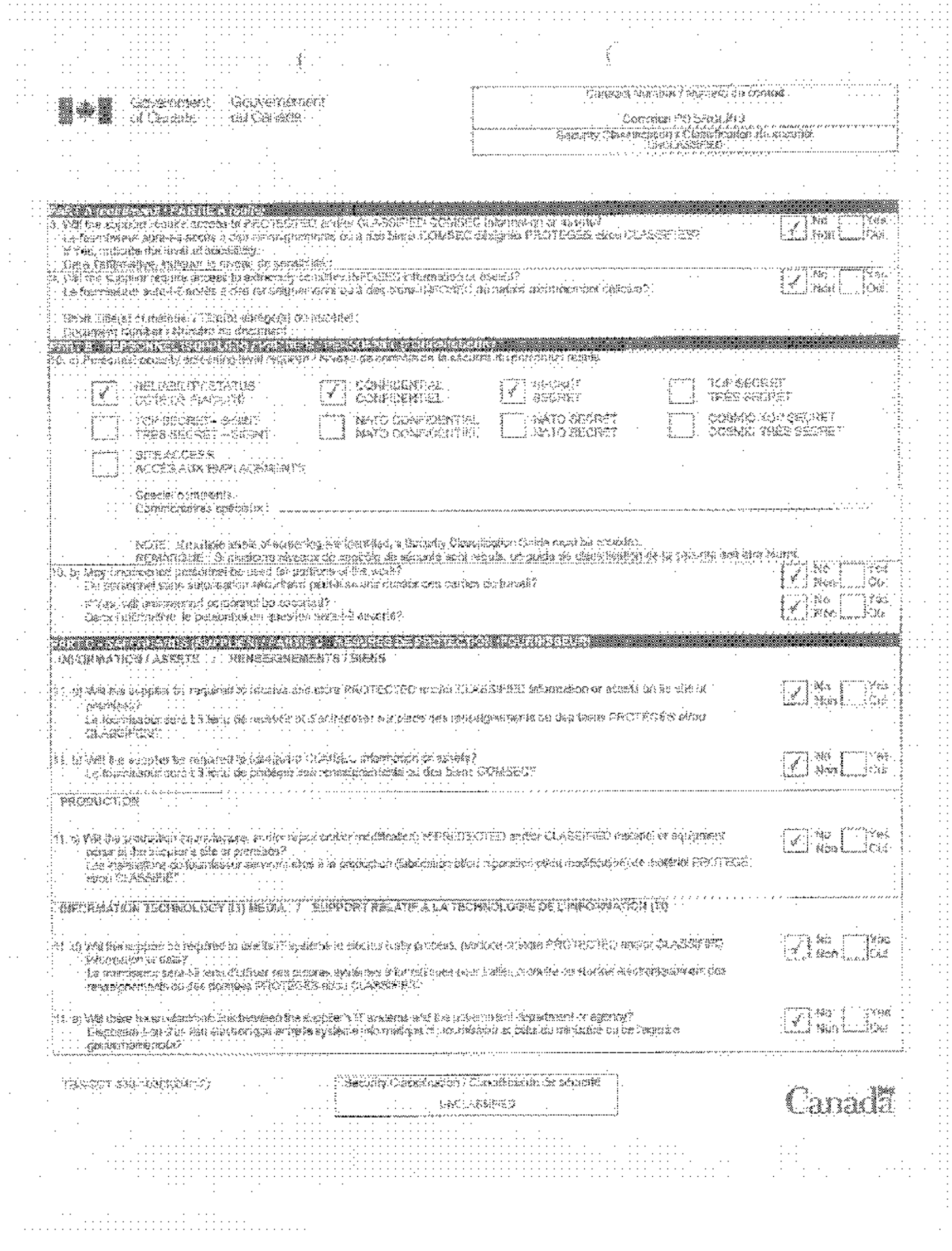
TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Canada Border Services Agency | Agence des services frontaliers du Canada

ANNEX B
SECURITY REQUIREMENTS CHECK LIST (SRCL)



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Contract Number / Numéro du contrat
[illegible]

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:
☑ No / Non ☐ Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

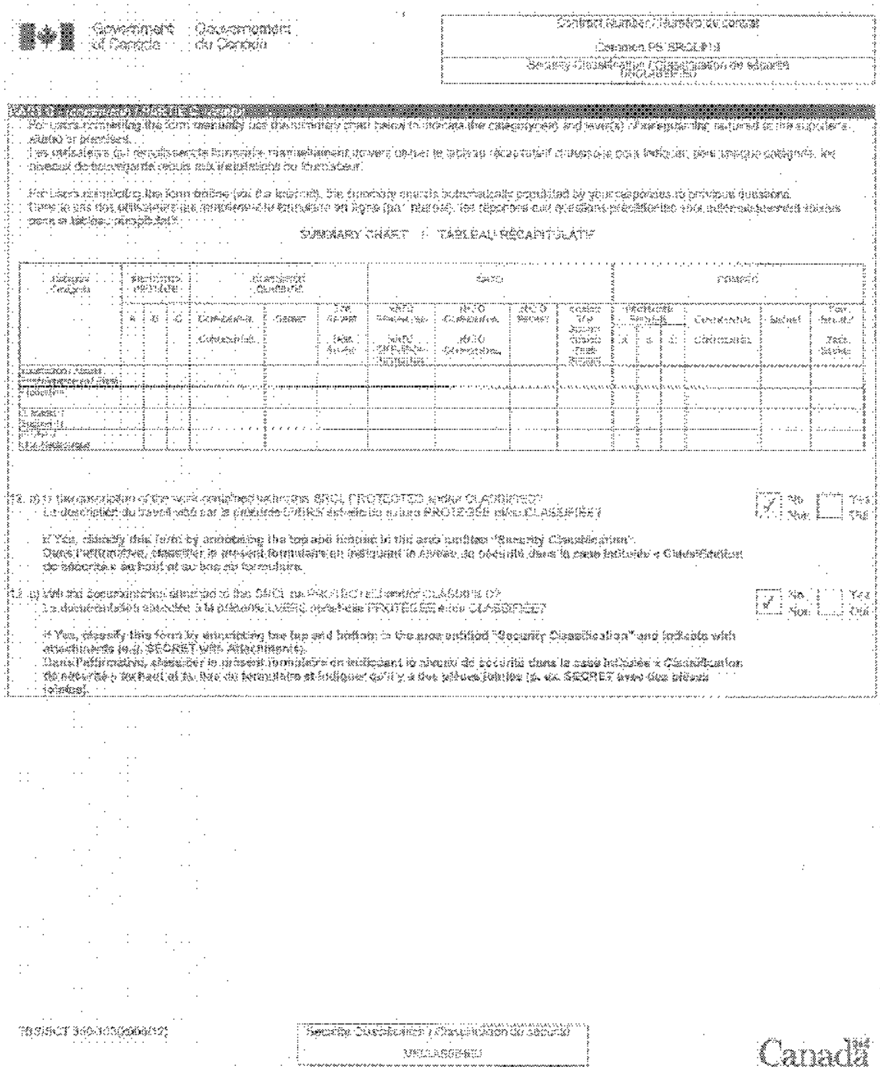
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No / Non ☐ Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ANNEX B
SECURITY REQUIREMENTS CHECK LIST (SRCL)



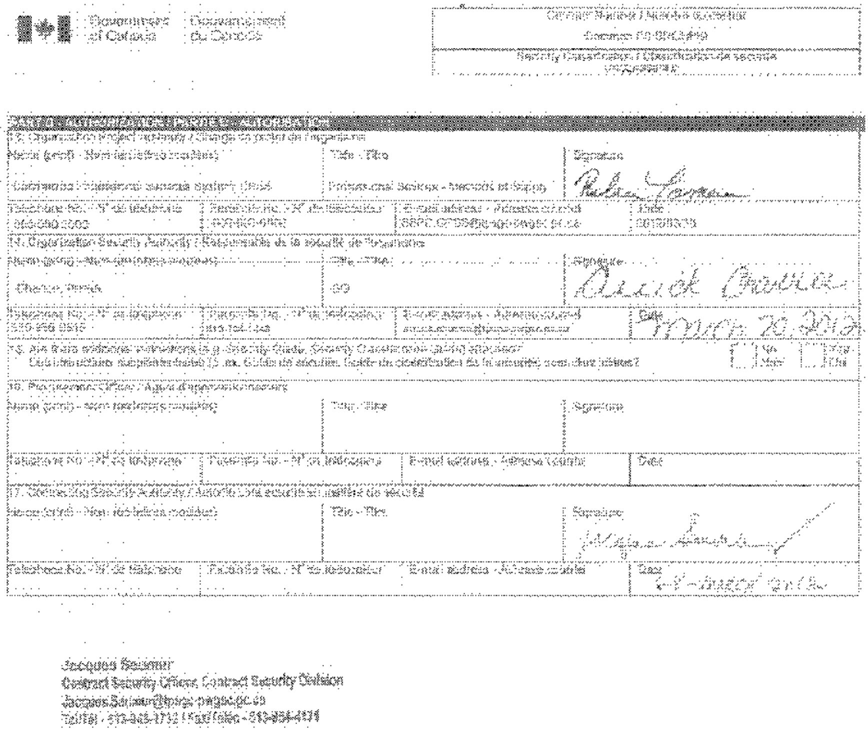
SUMMARY CHART / TABLEAU RÉCAPITULATIF

☑ No Non ☐ Yes Oui

☑ No Non ☐ Yes Oui

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

ANNEX B
SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
[illegible]

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
[illegible]		[illegible]	
Telephone No. - N° de téléphone [illegible]	Facsimile No. - N° de télécopieur [illegible]	E-mail address - Adresse courriel [illegible]	Date [illegible]

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
[illegible]		[illegible]	
Telephone No. - N° de téléphone [illegible]	Facsimile No. - N° de télécopieur [illegible]	E-mail address - Adresse courriel [illegible]	Date March 20, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date [illegible]

Jacques [illegible]
Contract Security Officer, Contract Security Division
[illegible]
Tel/Tél - [illegible] | Fax/Téléc - [illegible]

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ANNEX C

BASIS OF PAYMENT

Bidders must submit their financial bid in accordance with the Attachment 4.2

1.0 The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of Informatics Professional Services as described in Annex A, Statement of Work, the Contractor shall be paid the all-inclusive firm daily rate(s) below in the performance of this Contract, HST extra.

Contract Period
(a period of 5 years)

Resource Category	**Per Diem Rate Contract**
Application/ Software Architect (Level 3)	

Please Note: This is a Tier 1 TBIPS requirement for the services of Application/Software Architect(s) (Level 3) on an as and when requested basis for a maximum value of up to $1,977,500.00 including applicable taxes.

2.0 GST/HST

(a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

(b) The estimated HST is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.

(c) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

(d) The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as and when requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.

Canada Border Services Agency   Agence des services frontaliers du Canada

ANNEX D

NON-DISCLOSURE AGREEMENT

The successful resource (s) will be required to sign the agreement prior to contract award.

I, _________________________ , recognize that in the course of my work as an employee or subcontractor of _______ , I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract No. __________ between Her Majesty the Queen in right of Canada, represented by the President of the CBSA and ____________, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract No. __________________.

____
Signature

____
Date

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Dec. 10, 2021

Signature Date

Name, title of person authorized to sign (type or print)
Jason Levesque, National Director of Government Affairs

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

833722929PG0007
Adirondack Information Management Inc., Amita Corporation, Artemp Personnel Services Inc., The AIM Group Inc.,in JOINT VENTURE
126 - 130 Albert Street
Ottawa
Ontario
K1P5G4
Canada
Operating as: Adirondack Information Management Inc.

Title - Sujet
Workstream 2 : Business Stream

Contract No. - N° du contrat
47060-197627/002/EL

Amendment No. - N° Modif
003

Client Reference No. - N° de référence du client
1000337627

Date
2021-12-09

Requisition Reference No. - N° de la demande
47060-197627

File No. - N° de dossier
641el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY (CBSA)
330 North River Road, Ontario, K1A 0L8

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Canada Border Service Agency
vendors-fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Michaud(el div.), Daniel

Buyer Id - Id de l'acheteur
641el

Telephone No. - N° de téléphone
(613) 858-8483 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$3,150,000.00

Revised estimated cost
Coût révisé estimatif
$6,300,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

Contract No. - N° du contrat	Amd No. - N° de la modif.	Buyer ID - Id de l'acheteur
47060-197627/002/EL	003	641el

Contract Amendment 003 is raised to:

1. Increase the limitation of expenditure of the Contract;
2. Update clause 6.0 Contract Period.

---

1. On the cover page of the Contract:

DELETE:

Total Estimated Cost: $3,150,000.00

INSERT:

Revised Estimated Cost $6,300,000.00

2. At Article 6 of the Contract, under Contract Period:

DELETE: 6 (a) in its entirety

INSERT:

6.0 Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

  (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two (2) years later; and

  (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

  (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **one (1) additional two (2) year** period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

  (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN THE SAME.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

2022-10-25

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
833722929PG0007
Adirondack Information Management Inc., Amita Corporation, Artemp Personnel Services Inc., The AIM Group Inc.,in JOINT VENTURE
126 - 130 Albert Street
Ottawa
Ontario
K1P5G4
Canada
Operating as: Adirondack Information Management Inc.

Title - Sujet
Workstream 2 : Business Stream

Contract No. - N° du contrat 47060-197627/002/EL	**Amendment No. - N° Modif** 004
Client Reference No. - N° de référence du client 1000337627	**Date** 2022-10-21

Requisition Reference No. - N° de la demande
47060-197627

File No. - N° de dossier 618el.47060-197627	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY (CBSA)
330 North River Road, Ontario, K1A 0L8

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Canada Border Service Agency
vendors-fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à: Cornelisse, Alexander	**Buyer Id - Id de l'acheteur** 618el
Telephone No. - N° de téléphone (873) 354-8817 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$6,300,000.00

Revised estimated cost **Coût révisé estimatif** $12,600,000.00	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre

Canada

AMENDMENT 004

This amendment is hereby raised to make the following changes:

1. AT Page 1 of the Contract, Total Estimated Cost:

DELETE: $ 6,300,000.00
INSERT: $ 12,600,000.00

2. AT CLAUSE 6.0 Contract Period:

DELETE: In it's entirety;

INSERT:

6.0 Contract Period

(a) Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Contract Period", which begins on the date the Contract is awarded and ends December 14, 2024.

3. AT CLAUSE 7.0 Authorities subsection (a) Contracting Authority and (b) Technical Authority:

DELETE: In it's entirety;

INSERT:

7.0 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name:	Alexander Cornelisse
Title:	Supply Specialist
Organization:	Public Services and Procurement Canada
Directorate:	Professional Services Procurement Directorate
Address:	10 Rue Wellington, Gatineau, QC K1A 0S5
Telephone:	(873)-354-8817
E-mail address:	Alexander.Cornelisse@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Kaveh Afshar-Zanjani
Title: Executive Director, Data Strategy
Organization: Canada Border Services Agency
Directorate: Chief Data Office, Strategic Policy Branch
Address: 333 North River Road, Ottawa ON K1A 0L8
Telephone: 613-608-2244
E-mail address: Kaveh.Afshar-Zanjani@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

In their absence, the Technical Authority for the Contract is:

Name: Michel Villeneuve
Title: Manager
Organization: Canada Border Services Agency
Directorate: Chief Data Office, Strategic Policy Branch
Address: 333 North River Road, Ottawa ON K1A 0L8
Telephone: 819-360-6548
E-mail address: Michel.Villeneuve@cbsa-asfc.gc.ca

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
813976099PG0002
Makwa Resourcing Inc., TPG Technology Consulting Ltd, in JOINT VENTURE
9 Murphy Court
Kanata
Ontario
K2W1B7
Canada
Operating as: Team MAKWA/TPG

Title - Sujet
TBIPS IT Workstream 1

Contract No. - N° du contrat
47060-197627/003/EL

Date
2021-07-13

Client Reference No. - N° de référence du client
1000337627

Requisition No. - N° de la demande
47060-197627

File No. - N° de dossier
641el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
1950-400-00

GST/HST
TPS/TVH
☐

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Michaud(el div.), Daniel

Buyer Id - Id de l'acheteur
641el

Telephone No. - N° de téléphone
(613) 858-8483 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$7,150,000.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

1.1 Requirement

(a) Team MAKWA/TPG (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

1.2 Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

(i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

(ii) When a Task Authorization is issued, Canada will use a rotational method to allocate the draft Task Authorizations where the rotation is based on the ranking obtained by the Contractor during the Bid Solicitation.

(iii) Canada will send the first TA to the first ranked Contractor, the second TA to the second ranked Contractor This rotational process will be repeated for each subsequent series of TAs issued by Canada.

(iv) The Contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

(v) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the next-ranked Contractor. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the Contractor propose another resource and the Contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the Contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next-ranked Contractor.

(vi) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other contractors in that same Workstream.

(vii) The process of sending out a draft TA will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(viii) Any of the contractors may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Technical Authority and the Contracting Authority that it is again available to perform additional tasks.

(ix) If it is found that the allocation process described at part (ii) above has resulted in the award of a disproportionate dollar value of work between the Contractors, the Contractors agree that Canada, in its sole discretion, may deviate from the allocation process and issue TAs in the manner required to re-establish a proportional allocation.

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the categories of resources and the number required;

(D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(E) the start and completion dates;

(F) milestone dates for deliverables and payments (if applicable);

(G) the number of person-days of effort required;

(H) whether the work requires on-site activities and the location;

(I) the language profile of the resources required;

(J) the level of security clearance required of resources;

(K) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(L) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within five (5) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by:

a. the Technical Authority; and

b. a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA.

(ii) for any TA with a value greater than this amount, a TA must be signed by:

a. the Technical Authority;

b. a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA; and

c. the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated.

If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended)

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended) :

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

1.3 Minimum Work Guarantee

(a) In this clause,

- (i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and
- (ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

- (i) for default;
- (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
- (iii) for convenience within ten business days of Contract award.

1.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

- (i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
    - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or
    - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

The following Supplemental General Conditions:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

1.5 Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement EN578-170432, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of Secret, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor must not remove any protected/classified information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor must comply with the provisions of the:

   (i) Security Requirements Check List and security guide (if applicable), attached at Annex C; and

   (ii) Industrial Security Manual (Latest Edition)

6. ADDITIONAL SECURITY REQUIREMENT:

   (i) The Canada Border Services Agency will conduct its own personnel Reliability Status assessment on the recommended Contractor and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

(ii) For each proposed resource, the recommended Contractor must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf) upon request of the Contracting Authority prior to Contract Award.

(iii) Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the recommended Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended Contractor (specifically the Contractor personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

(iv) In the event the recommended Contractor (specifically the Contractor personnel) does not pass the security screening process required by the CBSA, the said Contractor's proposal will be considered non-responsive and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met

(v) Contractor personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information\assets are kept.

1.6 Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

a. The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.

b. The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.

c. The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

1.7 Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two (2) years later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional two (2) year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

1.8 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel Michaud
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: (613) 858-8483
E-mail address: daniel.michaud@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Jeff Carr
Title: Executive director, Data Strategy
Directorate: Chief Data Office, Strategic Policy Branch, CBSA
Address: 333 North River Road, Ottawa, ON, K1A 0L8
Telephone: 613 290 5069
Email address: jeff.carr@cbsa-asfc.gc.ca

[redacted]

(c) Contractor's Representative

President

1.9 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.10 Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-

[redacted]

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(i) Visa Acquisition Card;

(ii) MasterCard Acquisition Card;

(iii) **Direct Deposit (Domestic and International);**

(iv) Electronic Data Interchange (EDI);

[illegible] - [illegible] under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

(v) Wire Transfer (International Only);

(vi) Large Value Transfer System (LVTS) (Over $25M)

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.11 Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

1.12 Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

1.13 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

1.14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

1.15 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;

(d) Annex A, Statement of Work – Annex A including its Appendices as follows;

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated February 26, 2021.

1.16 Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

1.17 Insurance Requirements

(a) **Compliance with Insurance Requirements**

  (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

  (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

  (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

1.18 Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

1.19 Joint Venture Contractor

(a) The Contractor confirms that the name of the joint venture is Makwa Resourcing Inc. and TPG Technology Consulting Ltd. CJV (Team MAKWA/TPG) and that it is comprised of the following members:

1. Makwa Resourcing Inc.

2. TPG Technology Consulting Ltd.

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i) Wendy Roberts has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

(ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii) all payments made by Canada to the representative member will act as a release by all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

1.20 Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

[illegible] - Released under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

1.21 Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

1.22 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

1.23 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

1.24 Government Property

Canada agrees to supply the Contractor with the items listed at Article 5. Client Support of Annex A – Statement of Work. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

1.25 Transition Services at End of Contract Period

The Contractor agrees to execute the transition tasks identified within the Task Authorizations (if applicable) and it will make all reasonable efforts to assist Canada in the transition from the incumbent to the Contractor and from the Contractor to a new contract with another supplier.

1.26 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

1.27 Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX A

STATEMENT OF WORK

SW1 BACKGROUND

The Canada Border Service Agency (CBSA) has a mandate to provide integrated border services that support national security and public safety priorities, while facilitating the free flow of legitimate trade and travel. The Agency is committed to protecting the safety and security of Canadian communities, as well as the stability and prosperity of our economy.

In support of its mandate, the CBSA has embarked on Agency-wide modernization efforts to strengthen its management foundation and enhance its capabilities to respond effectively to the evolving border continuum. With the exponential growth of data produced by the CBSA and its partners, the CBSA is seeking opportunities to increase its Analytics footprint by fostering people, process, data and technology in order to guide strategic, operational and tactical decision-making along its business lines.

In order to support the advancements of the CBSA's Analytics investment, the Agency needs to secure an agile, connected and high-performing workforce skilled on the use of modern techniques and tools.

CBSA Information, Science and Technology Branch (ISTB) will require resources to supplement and support the staff currently in place and work on high performance, high availability, and mission critical national systems, built on the IT Environment identified in Section 4 below.

SW2 SCOPE OF WORK

Applicable resource categories listed below:

TBIPS Category	TBIPS Level
A.1. Application/Software Architect (Analytics)	3
A.6 Programmer/Software Developer	2 and 3
A.7 Programmer/Analyst	3
I.2 Database Administrator	3
I.3 Database Analyst / IM Administrator	3
I.3 Database Analyst / IM Administrator (Data Engineer)	3
I.4 Database Modeller / IM Modeller	3
I.4 Database Modeller/IM Modeller (Data Architect)	3
I.5. IM Architect	3
I.5 IM Architect (Data Scientist)	3
I.5 IM Architect (Privacy Architect)	3
I.11. Technology Architect	3

SW3 TASKS AND DELIVERABLES

3.1 Technical Stream

3.1.1 A.1. Application/Software Architect (Analytics) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop technical architectures, frameworks and strategies for analytics systems, either for an organization or for a major application area to meet the business and application requirements.
2. Identify the policies and requirements that drive out a particular analytics solution.
3. Analyze and evaluate alternative technology solutions to meet business problems.
4. Engage with business clients and data scientists to drive out a particular analytics solution.
5. Analyze functional requirements to identify information, procedures and decision flows.
6. Evaluate existing procedures and methods, identify and document data content, structure, application sub-systems and develop data dictionary.
7. Identify and document system, such as, specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, and naming conventions.
8. Ensures the integration of all aspects of technology solutions.

Additional Tasks could include but are not limited to:

9. Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
10. Define and document interfaces of manual to automated operations within application sub-systems to external systems and between new and existing systems.
11. Define input/output sources, including detailed plan for technical design phase and obtain approval of the system proposal.

3.1.2 A.6 Programmer/Software Developer (Level 2):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Develop and prepare diagrammatic plans for solution of business, analytics, scientific and technical problems by means of computer systems of significant size and complexity.
2. Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting and format of final printed results.
3. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results.
4. Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

Additional Tasks could include but are not limited to:

5 Select and incorporate available software programs

7. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel.
8. Correct program errors by revising instructions or altering the sequence of operations.

3.1.3 A.6 Programmer/Software Developer (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Develop and prepare diagrammatic plans for solution of business, analytics, scientific and technical problems by means of computer systems of significant size and complexity.
2. Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results.
3. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results.
4. Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.
5. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs.
6. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel.

Additional Tasks could include but are not limited to:

7. Select and incorporate available software programs.
8. Correct program errors by revising instructions or altering the sequence of operations.
9. Provide development activities level of effort and duration estimates for schedule planning.
10. Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging current systems.
11. Assist in the prioritization and planning for resolution of all known defects and enhancements in support of business.
12. Develop and maintain effective collaborative relationships with the stakeholders to discuss and resolve issues.
13. Work with stakeholders to proactively maintain all IT systems documentations aligned with business documentation.
14. Provide updates on work in progress, work completed, work planned, and issues potentially impacting the timely completion or quality level of work.
15. Provide leadership, guidance, and support to less senior resources.

3.1.4 A.7 Programmer/Analyst (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Create and modify code and software.
2. Create and modify screens and reports.
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems and for the development of functional and system design specifications.

4. Design methods and procedures for small computer systems, and sub-system of larger systems.
5. Produce forms, manuals, programs, data files and procedures for systems and/or applications.

Additional Tasks could include but are not limited to:

6. Develop, test and implement small computer systems, and sub-systems of larger systems.

3.1.5 I.2 Database Administrator (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Generate new database with the client.
2. Maintain configuration control of the database.
3. Control and coordinate changes to the database, including the deletion of records, changes to the existing records, and additions to the database.
4. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database.
5. Develop and implement security procedures for the database, including access and user account management.

Additional Tasks could include but are not limited to:

6. Customize database conversion routines.
7. Finalize Conversion Strategy.
8. Maintain data dictionaries.
9. Advise programmers, analysts, and users about the efficient use of data.
10. Perform and/or coordinate updates to the database design.
11. Develop and coordinate back-up, disaster recovery and virus protection procedures.

3.1.6 I.3 Database Analyst / IM Administrator (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Develop Complex SQL queries incorporating inner joins, outer joins, aggregates, unions, subqueries, group by, where clause, having clause, triggers, cursors, views, XML query function and other advanced SQL fundamentals and utilize SQL expertise to support and assist Data Modelers, Data Warehouse Analysts, Testers and End Users.
2. Provide support to develop an Enterprise Data Warehouse model; including logical model integration of data from multiple subject areas and use Kimball Methodology (dimensional models integrated via conformed dimensions).
3. Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements.
4. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database.

Additional Tasks could include but are not limited to:

5. Develop a comprehensive understanding of CBSA Data Warehouse processes and content (data).

6. Provide support, develop and present Enterprise Data Warehouse (EDW)/ Business Intelligence (BI) strategies, roadmaps and project plans.
7. Assist Data Base Administrator(s) (DBA) with BI/DW database performance and design related issues.
8. Mediates and resolves conflicts among users' needs for data.
9. Advise programmers, analysts, and users about the efficient use of data.
10. Provide input into Data Warehouse Design decisions.
11. Examine data available in existing data source and collect statistics about that data.
12. Write source to target mappings.
13. Work within the Service Lifecycle Management Framework.

3.1.7 I.3 Database Analyst / IM Administrator (Data Engineer) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop, analyze, design, and implement Highly Scalable data management systems (data storage and data movement solutions) to ensure high levels of data quality and availability.
2. Develop capacity planning, backup and restore procedures for the highly scalable data management systems.
3. Build analytics tools and solutions using “Big Data” technologies which utilize the data pipelines to provide users with the said tools and solutions for data modeling, mining and analysis.
4. Collaborate with stakeholders to ensure systems meet business requirements and industry best practices.to
5. Build the infrastructure required for optimal extraction, transformation, and loading of data from a wide variety of data sources using various on-premise and cloud-based technologies.
6. Develop processes supporting data transformation, data structures, metadata, dependency and workload management.
7. Develop and maintain data pipelines and data science solutions on cloud-based platforms.

Additional Tasks could include but are not limited to:

8. Develop or assist in development of disaster recovery plans and procedures;
9. Collaborate with stakeholders to assist with data-related technical issues and support their data infrastructure needs.
10. Collaborate with stakeholders to build and implement high-performance algorithms, prototypes, and proof of concepts for use in statistical analysis, prediction models and machine learning.
11. Integrate new data management technologies and software engineering tools into existing structures.
12. Deploy tools using various programming languages to marry systems together.
13. Research opportunities for data acquisition and new uses for existing data
14. Recommend ways to improve data reliability, efficiency and quality
15. Develop and maintain comprehensive end user documentation and reference materials/guides in the data repository and ensure it is current and accurate.
16. Coach, mentor, train and knowledge transfer to internal resources to facilitate organizational onboarding.

3.1.8 I.4 Database Modeller / IM Modeller (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Develop and maintain the Architecture and Data Models for project initiative
2. Design, develop and maintain Logical Data Models.
3. Participate in data analysis as a result of new/updated requirements.
4. Analyze and evaluate alternative data architecture solutions to meet business problems/requirements to be incorporated into the corporate data architecture

Additional Tasks could include but are not limited to:

5. Analyze proposed changes to databases from the context of the Logical Data Model.
6. Provide technical expertise in the use and optimization of data modeling techniques to team members.
7. Provide technical assistance, guidance and direction in terms of data analysis and modeling to team members.
8. Provide assistance to project team and business users relating to data issues and data analysis concepts.
9. Participate in the development of data modeling and metadata policies and procedures.
10. Apply approved changes to Logical Data Models.
11. Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities. .
12. Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them.
13. Improve modeling efficiency through recommendations on how to better utilize current metadata repositories.
14. Participate in data architecture refinement.
15. Define access strategies.

3.1.9 I.4 Data Modeler/IM Modeler (Data Architect) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and maintain the Architecture and Data Models for corporate and project specific initiatives, including the identification of data most valuable to the department, the integration of this data, and the development of core relating data models. The resulting data models will be based on data architecture and modeling design principles and tenets.
2. Develop and maintain Architecture and Data Models for non-traditional data structures and technologies for corporate and project specific initiatives, including the identification of data most valuable to the department, the integration of this data, and the development of core relating data models.
3. Monitor and support the development of the system's data to ensure it is compliant with the data architecture, and provide recommendations in refinement of data architecture as required.
4. Develop data model, metadata policies and procedures in support of the enterprise, the data warehouse and repositories.
5. Analyze and develop data models in a hybrid cloud computing context.

Additional Tasks could include but are not limited to:

6. Analyze and evaluate alternative data architecture solutions to meet business requirements to be incorporated into the corporate data architecture.

7. Set Data Policy and the technical solution for the management, storage, access, navigation, movement, and transformation of data.
8. Design, develop, maintain and apply approved changes to data models.
9. Analyze proposed changes to databases and other data repositories from the context of the Data Model.
10. Provide technical assistance and expertise, guidance and direction in terms of data analysis and data modeling to team members.
11. Provide assistance to project team and business users relating to data issues and data analysis concepts.
12. Conform to corporate data architectures, World Customs Organization data standards, strategies and frameworks, including enterprise data warehouse activities and enterprise data analytics activities.
13. Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them.
14. Conform and improve modeling efficiency through recommendations on how to better utilize current metadata repositories.
15. Examine and enforcing opportunities to provide data reuse, balancing the issues of centralization and replication.
16. Define access strategies.
17. Construct, monitor and report on work plans and schedules, while participating in projects, forums and working groups varying in scope and complexity.
18. Work within the confines of data governance, ensuring the compliance within privacy and security policies of the organization.

3.1.10 I.5. IM Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration. Develop and document detailed statements of requirements.
2. Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary.
3. Develop data management standards and processes.
4. Provide support in the development of data governance artefacts.
5. Design, implement meta-data standards and processes.

Additional Tasks could include but are not limited to:

6. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
7. Prototype potential solutions, provide tradeoff information and suggest recommended courses of action.
8. Perform information modelling in support of Business Process Reengineering (BPR) implementation.
9. Perform cost/benefit analysis of implementing new processes and solutions.
10. Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies.
11. Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.

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3.1.11 I.5 IM Architect (Data Scientist) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Perform data exploitation on data to provide tactical and strategic insights directly to analysts, business owners, and decision makers.
2. Design experiments, test hypotheses, and build models.
3. Conduct advanced data analysis and highly complex design algorithms.
4. Apply advanced statistical, mining and modeling techniques to build, maintain, and improve on the advance analytics program.
5. Perform prototyping and developing data exploitation capabilities using advanced data analytics technologies and techniques.
6. Perform prototyping and developing data exploitation capabilities using cloud computing platforms.
7. Develop innovative and effective approaches utilizing advanced algorithms and statistical techniques to resolve client's analytics problems and communicate results and methodologies.
8. Interpret data and present material using visualizations, writing reports, producing functional notebooks, designing and delivering presentations.

Additional Tasks could include but are not limited to:

9. Identify what data is available and relevant, including internal and external data sources (structured and unstructured), leveraging data collection processes.
10. Collaborate with stakeholders and business analysts gathering requirements to identify opportunities to apply data science towards business objectives and program improvements.
11. Model and frame business scenarios that are meaningful and which impact business processes, decisions and program integrity.
12. Advise on best practises and approaches using available toolsets, while recommending and aiding to implement new tools based on researched recommendations.
13. Provide strategic recommendations on data collection, integration and retention requirements incorporating business requirements and knowledge of best practices.
14. Collaborate with stakeholders to define the validity of the information, the length of time the information is meaningful, and makes relationships to other information.
15. Work within the confines of data governance, ensuring the compliance within privacy and security policies of the organization. This includes validating where data can be stored, the retention period and sharing of data.
16. Provide leadership, guidance, and support to stakeholders and the data community.

3.1.12 I.5 IM Architect (Privacy Architect) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and maintain a corporate privacy program architecture roadmap that aligns with the direction set by the data privacy and information security officers to guide and inform initiatives (i.e., design principles, source systems, business rules/logic, technology and business alignment, etc.).
2. Develop and apply an end-to-end vision for software and information architecture and guides the selection, implementation, and management of enterprise and domain level solutions through partnerships with domain, solution, and enterprise architects, as well as the data privacy and information security officers.

3. Drive strategies, governance, and design for the identified solutions to meet the strategic goals of the corporate privacy program.
4. Integrate privacy and information lifecycle requirements into processes, controls and assessments and create direct mapping to requirements, solutions and patterns. Eliminate redundancies, close current gaps and enable agility and automation.
5. Design blueprints that protect corporate data assets and ensures those assets are effectively managed to meet the strategic goals of the corporate privacy program.

Additional Tasks could include but are not limited to:

6. Develop systematic, automated data deletion for structured and unstructured data including automated description and processing of legal, regulatory and other policies.
7. Collaborate with domain architects to identify business critical gaps and discrepancies; propose and implement remediation plans and tactics to meet corporate privacy program goals.
8. Work collaboratively with architecture and development teams fostering re-use, design for scale, stability, and operational efficiency principles.
9. Develop and drive strategies, governance, and design for the identified solutions to meet the strategic goals of the corporate privacy program.
10. Promote the merits, values, and efficiencies of privacy by design principles and effectively communicate benefits for privacy and information security-related initiatives.
11. Collaborate with other domain architects from the data, information security, and enterprise operations areas to define best practices and development methodologies to meet privacy standards.
12. Identify privacy architecture standards and tools to be mandated for functions including Cloud First, data warehouse, analytics, and data archival.
13. Develop end-to-end vision for software, information architecture and guides the selection, implementation, and management of enterprise and domain level solutions through partnerships with domain, solution, and enterprise architects, as well as the data privacy and information security officers.
14. Develop estimates for privacy, data security ad data related components of a solution.
15. Work within the confines of data governance, ensuring the compliance within privacy and security policies of the organization.

3.1.13 I.11. Technology Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
2. Identify the policies and requirements that drive out a particular solution.
3. Advise Senior Management on trends and emerging technologies and their impact on the organization's architectures and business strategies.
4. Analyze and evaluate alternative technology solutions to meet business problems.
5. Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
6. Perform impact analysis of technology changes.

Additional Tasks could include but are not limited to:

7. Ensures the integration of all aspects of technology solutions.
8. Provide information, direction and support for emerging technologies.

9. Provide support to applications and/or technical support teams in the proper application of existing infrastructure.
10. Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.

SW4 OVERALL CBSA TECHNICAL ENVIRONMENT

1. IBM DB2 on UNIX
2. IBM PureData
3. IBM InfoSphere Information Governance Catalog
4. IBM Information Server for Data Integration
5. IBM InfoSphere Information Server for Data Quality
6. IBM InfoSphere DataStage
7. IBM InfoSphere Change Data Capture
8. IBM InfoSphere QualityStage
9. IBM InfoSphere FastTrack
10. InfoSphere Business Glossary Anywhere
11. IBM InfoSphere Information Analyzer
12. IBM InfoSphere Metadata Workbench
13. IBM InfoSphere Data Architect
14. IBM InfoSphere Information Services Director
15. IBM InfoSphere DataStage and QualityStage Designer
16. IBM SPSS
17. IBM SPSS Modeler Server
18. IBM Cognos Framework Manager
19. IBM Cognos Business Intelligence Transformer
20. IBM Cognos Administration
21. IBM Cognos PowerPlay Studio
22. IBM Cognos Software Development Kit
23. SQL
24. Sybase
25. XML
26. R
27. Python
28. ArcGIS
29. Tableau
30. PowerBI
31. Hadoop
32. Spark
33. Stream processing (Kafka, AWS Kinesis, Azure Event Hub)
34. MS Office
35. Cognos v10
36. Cognos v11+
37. Microsoft Azure cloud
38. Amazon Web Services cloud

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SW5 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

5.1 The CBSA Data Management team will provide an appropriate workspace with access to the appropriate tools for the resources to carry out the expectations set out in this SOW.

5.2 The Contractor will be provided with a CBSA user ID, password, workstation or laptop, email address, and other materials (supporting documentation) as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

SW6 ACCEPTANCE CRITERIA

All work and services are to be provided to the entire satisfaction and approval of the Project Authority.

SW7 DELIVERABLES

The Contractor will provide various reports, plans, analysis and other related documents as specified in the applicable Task Authorization.

SW8 CONSTRAINTS

At no time and in no way is CBSA data to be removed from CBSA sites, nor will access to or from the contractor's IT systems through the use of a session (e.g VPN) be permitted.

The contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

SW9 REPORTING REQUIREMENTS

Timesheets are to be provided on a monthly depicting hours worked on a daily basis.

SW10 WORK LOCATION

All work will be performed in the National Capital Region on-site at CBSA offices, or remotely when authorized by CBSA.

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Appendix A – Glossary

Acronym or Term	Definition
Architecture and Data Model	An abstract model that organizes elements of data and standardizes how they relate to one another and to properties of the real world entities.
Business Cases	A presentation or a proposal to an authority by an organization seeking funding, approval, or both for an activity, initiative, or project. A business case puts a proposed investment decision into a strategic context and provides the information necessary to make an informed decision about whether to proceed with the investment and in what form.
Business Intelligence	The strategies and technologies used by enterprises for the data analysis of business information. BI technologies provide historical, current and predictive views of business operations.
Business Process Reengineering	A business management strategy focusing on the analysis and design of workflows and business processes within an organization.
Business Transformation Enablement Program	A set of tools which have been developed to provide an integrated approach for strategic management and alignment, and business transformation.
Cloud First	Adoption strategy in which cloud is the preferred option for delivering IT services and public cloud is the preferred option for cloud deployment.
Complex SQL	Is the use of SQL queries which go beyond the standard SQL of using the SELECT and WHERE commands. Complex SQL often involves using complex joins and sub-queries, where queries are nested in WHERE clauses. Complex queries frequently involve heavy use of AND and OR clauses.
Critical Success Factors	A management term for an element that is necessary for an organization or project to achieve its mission.
Data Analytics	The process of examining data sets in order to draw conclusions about the information they contain.
Data Policy	A set of measurable rules for a set of data elements, in the context of an organizational scope, for the benefit of a business process, irrespective of where the data is stored and the party that provides the data.
Data Base Management System	A software package designed to define, manipulate, retrieve and manage data in a database.
Enterprise Data Warehouse	An Enterprise Data Warehouse (EDW) is a collection of corporate information and data derived from operational systems and external data sources. An EDW is designed to support business decisions by allowing data consolidation, analysis and reporting at different aggregate levels
Federated Architecture Program	A pattern in enterprise architecture that allows interoperability and information sharing between semi-autonomous de-centrally organized lines of business (LOBs), information technology systems and applications.
GC Information Management Policies	Government of Canada's policy to achieve efficient and effective information management to support program and service delivery; foster informed decision making, facilitate accountability transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.
Highly Scalable	is the capability to add more capacity when required to handle the increased workload
Information and Communications Technology	A term for information technology (IT) which stresses the role of unified communications[1] and the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise

	software, middleware, storage, and audio-visual systems, which enable users to access, store, transmit, and manipulate information.
Logical Data Model	Is the description of the data in as much detail as possible, without regard to how they will be physical implemented in the database.
Memorandum to Cabinet	A minister's vehicle for proposing and explaining a proposed measure to the Cabinet and for obtaining its approval.
Project Charters	A statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.
Project Controls	The data gathering, data management and analytical processes used to predict, understand and constructively influence the time and cost outcomes of a project or program; through the communication of information in formats that assist effective management and decision making.
Requirements Management	The process of documenting, analyzing, tracing, prioritizing and agreeing on requirements and then controlling change and communicating to relevant stakeholders.
Risk Assessment Process	The process of assessing risks and their inherent risk associated with a particular project scope and its expected benefits.
Risk Management Plans	The document which is prepared to foresee risks, estimate impacts, and define responses.
Risk Responses	The process of documenting for each risk, a risk response in the risk register. Aiming to eliminating the risk, lowing the probability of risk occurrence and lowering the impact of the risk on the project objectives.
Strategic Business Objectives	Goals deemed most important to the current and future health of an organization.
Technology Architecture	The process of development of methodical information technology specifications, models and guidelines, using a variety of Information Technology notations, for example UML, within a coherent Information Technology architecture framework, following formal and informal Information Technology solution, enterprise, and infrastructure architecture processes.
World Customs Organization	The World Customs Organization (WCO), established in 1952 as the Customs Co-operation Council (CCC) is an independent intergovernmental body whose mission is to enhance the effectiveness and efficiency of Customs administrations. http://www.wcoomd.org/

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

Solicitation Number:	Amendment Number:	Buyer ID:
47060-197627/003		641EL

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(SEE DOCUMENT ATTACHED)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

(SEE DOCUMENT ATTACHED)

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APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

____________________________________ _________________

Print name of authorized individual & sign above Date

5. NON-DISCLOSURE AGREEMENT

I, _______________________ (name of proposed resource), recognize that in the course of my work as an employee or subcontractor of ___________________ (name of contractor), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. ________________ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Canada Border Services Agency, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: ____________________.

____________________________________ _________________

Print name of proposed resource & sign above Date

ANNEX B

BASIS OF PAYMENT

1. Professional Services

In accordance with the Contract, the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract, Applicable Taxes extra.

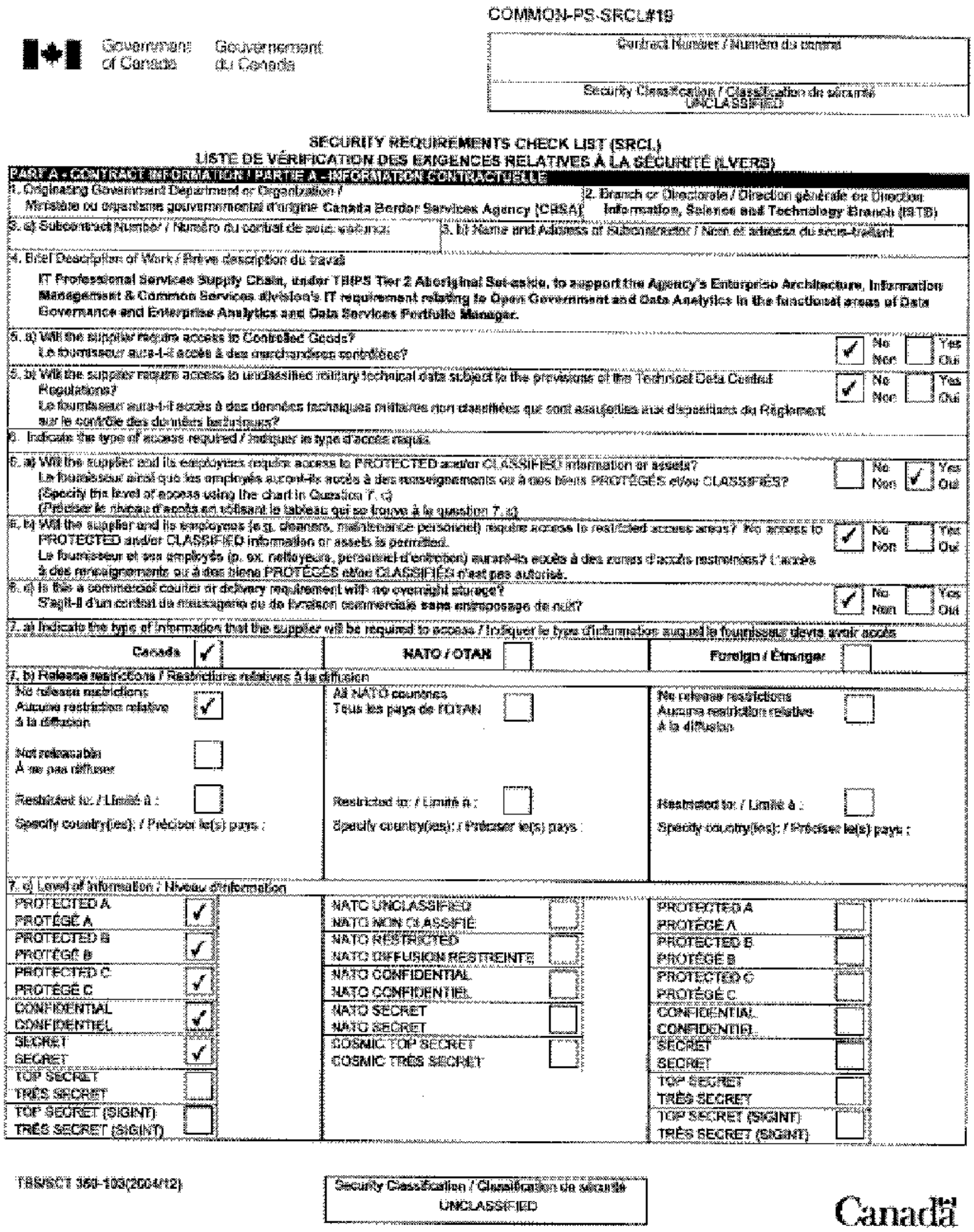
INITIAL CONTRACT PERIOD (2 YEARS from contract award)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 - Application/Software Architect (Analytics)	3	[redacted]
A.6 - Programmer/Software Developer	3	[redacted]
A.6 - Programmer/Software Developer	2	[redacted]
A.7 - Programmer/Analyst	3	[redacted]
I.2 - Database Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator (Data Engineer)	3	[redacted]
I.4 - Database Modeller / IM Modeller	3	[redacted]
I.4 - Database Modeller/IM Modeller (Data Architect)	3	[redacted]
I.5 - IM Architect	3	[redacted]
I.5 - IM Architect (Data Scientist)	3	[redacted]
I.5 - IM Architect (Privacy Architect)	3	[redacted]
I.11 - Technology Architect	3	[redacted]

OPTION YEAR 1 (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 - Application/Software Architect (Analytics)	3	[redacted]
A.6 - Programmer/Software Developer	3	[redacted]
A.6 - Programmer/Software Developer	2	[redacted]
A.7 - Programmer/Analyst	3	[redacted]
I.2 - Database Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator (Data Engineer)	3	[redacted]
I.4 - Database Modeller / IM Modeller	3	[redacted]
I.4 - Database Modeller/IM Modeller (Data Architect)	3	[redacted]
I.5 - IM Architect	3	[redacted]
I.5 - IM Architect (Data Scientist)	3	[redacted]
I.5 - IM Architect (Privacy Architect)	3	[redacted]
I.11 - Technology Architect	3	[redacted]

OPTION YEAR 2 (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 - Application/Software Architect (Analytics)	3	[redacted]
A.6 - Programmer/Software Developer	3	[redacted]
A.6 - Programmer/Software Developer	2	[redacted]
A.7 - Programmer/Analyst	3	[redacted]
I.2 - Database Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator (Data Engineer)	3	[redacted]
I.4 - Database Modeller / IM Modeller	3	[redacted]

I.4 - Database Modeller/IM Modeller (Data Architect)	3	[redacted]
I.5 - IM Architect	3	[redacted]
I.5 - IM Architect (Data Scientist)	3	[redacted]
I.5 - IM Architect (Privacy Architect)	3	[redacted]
I.11 - Technology Architect	3	[redacted]

ANNEX C
SECURITY REQUIREMENTS CHECK LIST



COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **Canada Border Services Agency (CBSA)**

2. Branch or Directorate / Direction générale ou Direction **Information, Science and Technology Branch (ISTB)**

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

IT Professional Services Supply Chain, under TBIPS Tier 2 Aboriginal Set-aside, to support the Agency's Enterprise Architecture, Information Management & Common Services division's IT requirement relating to Open Government and Data Analytics in the functional areas of Data Governance and Enterprise Analytics and Data Services Portfolio Manager.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No Non ☐ Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No Non ☑ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No Non ☐ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

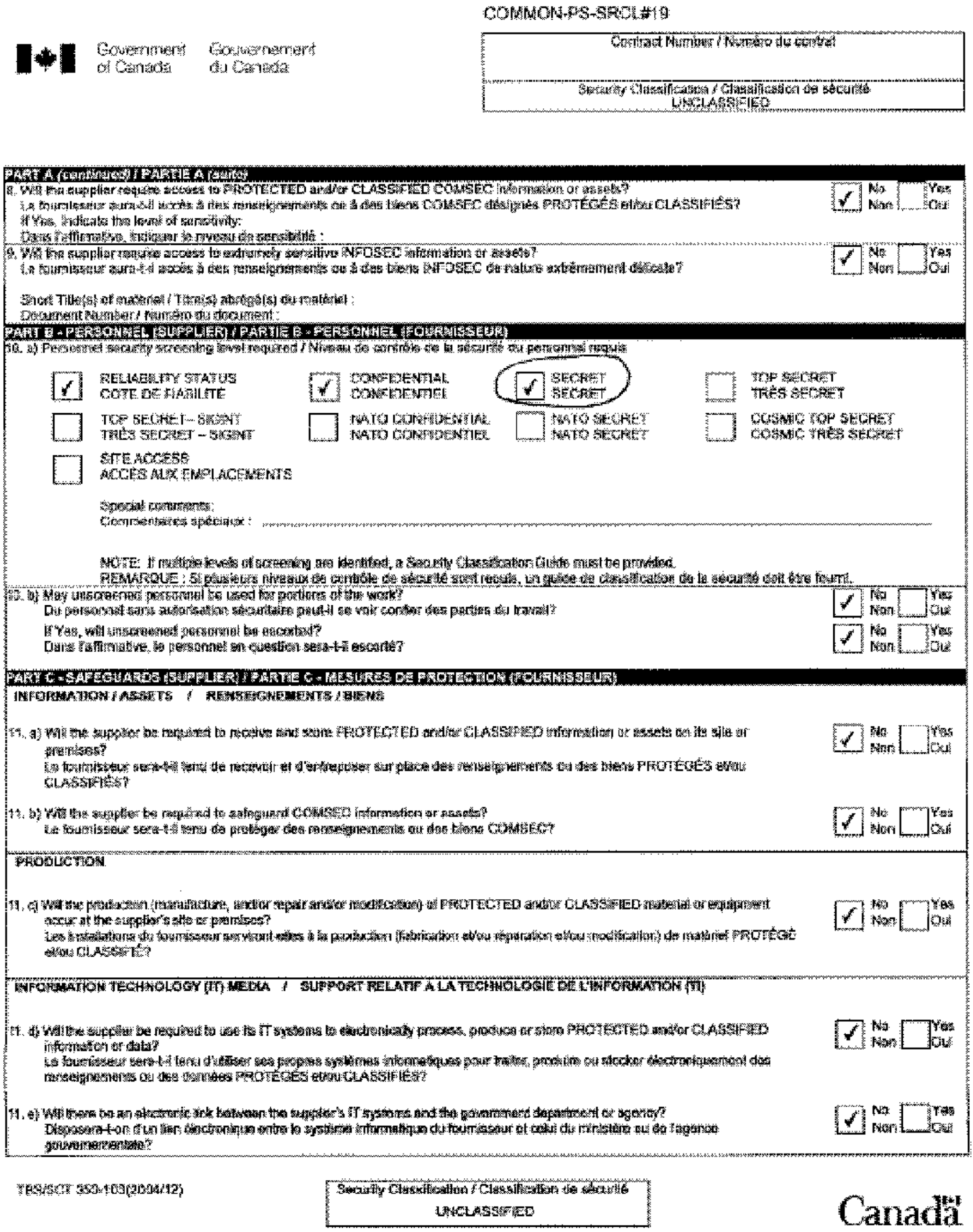
7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☑	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No Non ☐ Yes Oui
La fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No Non ☐ Yes Oui
La fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ
☑ CONFIDENTIAL CONFIDENTIEL
☑ SECRET SECRET
☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL NATO CONFIDENTIEL
☐ NATO SECRET NATO SECRET
☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No Non ☐ Yes Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No Non ☐ Yes Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No Non ☐ Yes Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

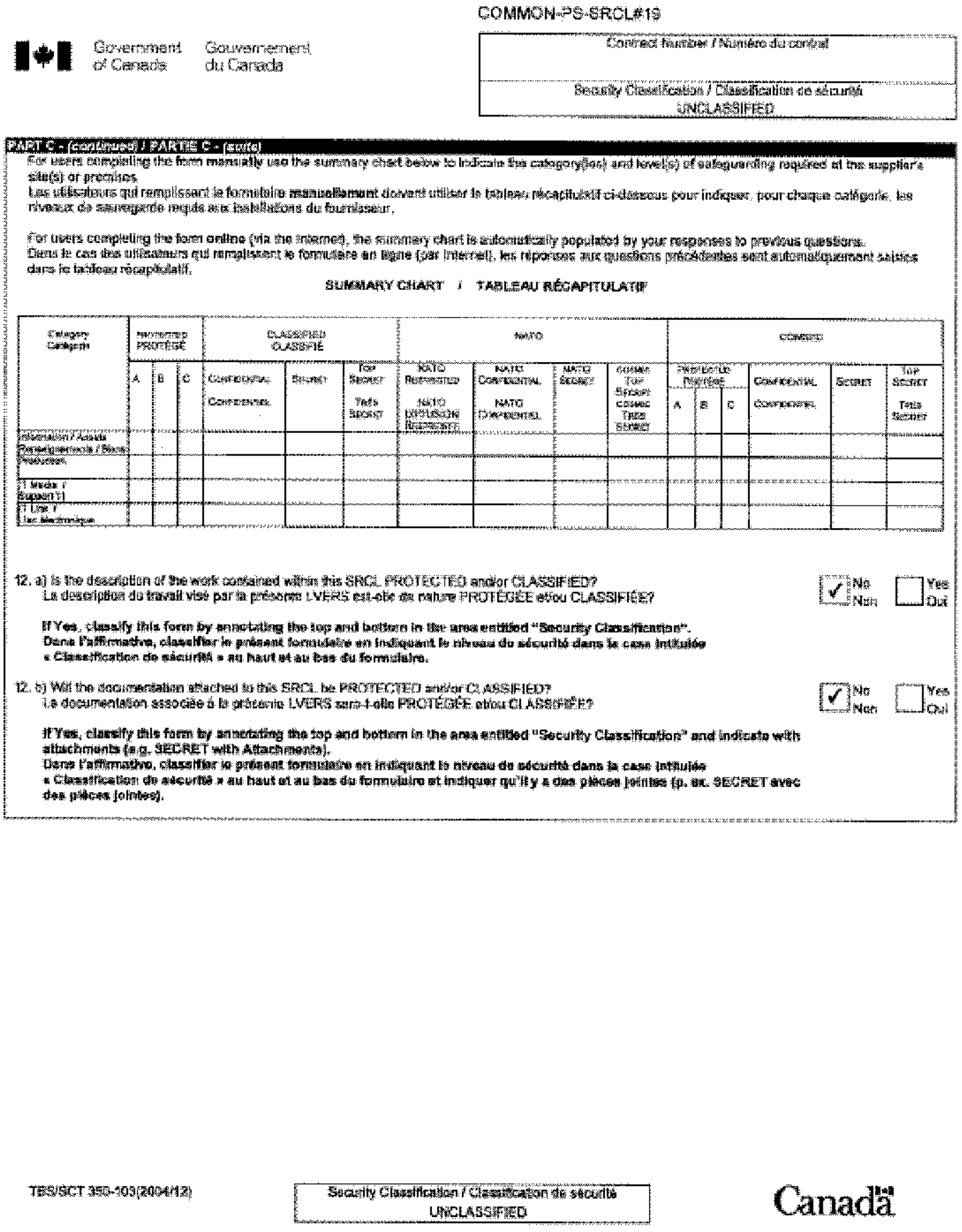
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No Non ☐ Yes Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? ☑ No / Non ☐ Yes / Oui
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? ☑ No / Non ☐ Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canadä

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Beverlee Casselman	Title - Titre A/Director	Signature Bev Casselman

Telephone No. - N° de téléphone 343-291-7380	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel beverlee.casselman@cbsa-asfc.gc.ca	Date MARCH 15/19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Stephane Lafontaine	Title - Titre Team leader	Signature

Telephone No. - N° de téléphone 343 291 7776	Facsimile No. - N° de télécopieur	E-mail Address - Adresse courriel Stephane.Lafontaine@cbsa-asfc.gc.ca	Date 18.3.2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Michaud, Daniel

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques C DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques C Date: 2017.02.09 13:38:35 -05'00'

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

Solicitation Number:	Amendment Number:	Buyer ID:
47060-197627/003		641EL

ATTACHMENT 1

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

( ) VISA Acquisition Card;
( ) MasterCard Acquisition Card;
(x) Direct Deposit (Domestic and International);
( ) Electronic Data Interchange (EDI);
( ) Wire Transfer (International Only);
( ) Large Value Transfer System (LVTS) (Over $25M)

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. Nº de l'autorisation de tâches (AT) :	STOT No. Nº de l'EDT :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(S) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage :	n/a
Work Location(s) / Lieu(x) de travail :	

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif

0					$0.00
0					$0.00
Estimated Cost / Coût estimatif					**$0.00**
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					$0.00
Total Estimated Cost / Coût total estimatif					**$0.00**
Check applicable Basis of Payment / Cocher la Base de Paiement applicable :		Maximum Price / Prix Maximum :	☐	Firm Price / Prix Ferme :	☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the Technical Authority, the representative from the SPMMD of CBSA and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $300,000.00. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, l'autorité technique, le représentant de la DAGBS de l'ASFC et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est $300,000.00. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Technical Authority / Nom de l'autorité technique

Date

Name of Contracting Authority / Nom de l'autorité contractante

Date

Signature

Signature

Name of the representative from the SPMMD of CBSA / Nom d'un représentant de la DAGBS de l'ASFC

Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

APPENDIX C TO ANNEX A
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page or project number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

The following provides a guide as to how to complete this Appendix:

This Appendix is structured into 4 components:
1. Resource Technology and Certification Requirements;
2. Resource Mandatory Criteria;
3. Resource Point-Rated Criteria; and
4. Evaluation Grid and Weights (for Resource Point-Rated Criteria).

Draft TA preparation by CBSA:
Prior to issuing a draft TA, CBSA will complete the following elements.
1. Resource Technology and Certification Requirements, CBSA will identify:
    a. The resource category and level.
    b. Applicable technologies: these can be Essential (E) or Desirable (D). An “E” or “D” must be inserted next to the applicable technology(ies).
    c. Applicable certifications, if any: these can be Desirable (D) only. Where a certification(s) is(are) applicable, a “D” must be inserted next to the applicable Certification(s).
2. Resource Point-Rated Criteria: CBSA will identify the Rated requirements (R1-R4) applicable to the draft TA.
3. Evaluation Grid and Weights: CBSA will complete the applicable grid elements and weights.

Key boundaries:
    a. Up to the maximum number of technologies identified as Essential in the table below can be requested in a draft TA; and
    b. No more than 50% of overall weight per Rated Requirement.

Response by the Contractor:
In response, the Contractor must complete the following:
1. Resource name;
2. Responses to M1 and M2; and
3. Responses to applicable R1-R4.

Evaluation:
An example of evaluation is provided under the table below.

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Resource Category	**Level**	**Total # of Technologies**	**Total # of Certifications***	**Maximum # Technologies as Essential**
A.1. Application/Software Architect	3	40	13	20
A.6 Programmer/Software Developer	2 and 3	37	10	18
A.7 Programmer/Analyst	3	37	16	18
I.2 Database Administrator	3	21	12	10
I.3 Database Analyst / IM Administrator	3	23	10	11
I.3 Database Analyst/IM Administrator (Data Engineer)	3	35	7	17
I.4 Database Modeller / IM Modeller	3	21	7	10
I.4 Database Modeller/IM Modeller (Data Architect)	3	36	14	18
I.5. IM Architect	3	33	8	16
I.5 IM Architect (Data Scientist)	3	43	10	21
I.5 IM Architect (Privacy Architect)	3	20	10	10
I.11. Technology Architect	3	36	7	18

***All Certifications must be Desirable only.**

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EXAMPLE - EVALUATION

For this scenario, CBSA wants to request a A.6 Programmer/Software Developer - Level 2, with the following Technology and Certification requirements:

- Essential Technology Requirements (no more than 2 for this category):

(1) XML

(2) IBM Infosphere Data Architect

- Desirable Technology Requirements:

(1) IBM PureData

(2) IBM DB2 V9+

- Desirable Certification Requirement:

(1) ITIL V3 Certification

The proposed resource has 75 months experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for a Programmer/Software Developer - Level 2.

Based on the experience submitted under M1, the proposed resource has 30 months within the past 48 months of the draft TA issuance date using IBM Infosphere Data Architect.

Based on the experience submitted under M1, the proposed resource has 44 months within the past 48 months of the draft TA issuance date using XML.

The proposed resource has 18 months experience using IBM PureData.

The proposed resource has 18 months experience using IBM DB2 V9+.

The proposed resource holds the Certification ITIL V3 Certification.

For this scenario and based on the evaluation weight per criterion determined by the Client, the resource proposed by ABC Inc. would achieve a score of 76.50% and be deemed responsive.

****

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Programmer/Software Developer

TA #: __X__

Contractor Name: ABC Inc. Proposed Resource Name: John Doe

Level: ☑ 2

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ IBM InfoSphere DataStage V8+
- ☐ IBM InfoSphere Change Data Capture
- ☐ IBM InfoSphere DataStage
- ☐ IBM InfoSphere QualityStage v8.5+
- ☐ IBM InfoSphere FastTrack
- ☐ Python
- ☐ AWS
- ☐ Spark
- ☐ IBM InfoSphere Information Analyzer v8.5+
- ☐ IBM InfoSphere Metadata Workbench
- E IBM InfoSphere Data Architect
- ☐ IBM InfoSphere Information Services Director
- ☐ IBM nfoSphere DataStage and QualityStage Designer
- ☐ Java
- ☐ Azure
- ☐ Kafka
- D IBM DB2 V9+
- D IBM PureData
- ☐ SQL
- E XML
- ☐ Kimball Dimensional Methodology
- ☐ R
- ☐ Hadoop

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Analysis Professional™ (CBAP)
- ☐ IBM Certified Solution Developer - InfoSphere DataStage v9.1
- D ITIL V3+ Certification
- ☐ IBM Certified Solution Developer - InfoSphere DataStage v11.3

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.	Yes	
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E).	Yes	

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☒	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☒	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☒	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4	☒	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10	10	35%	3.5
R2	***(to be completed at tasking time)***				
	IBM Infosphere Data Architect	10	5	15%	0.75
	XML	10	10	15%	1.5
R3	***(to be completed at tasking time)***				
	IBM Pure Data	10	2	10%	0.2
	IBM DB2 V9+	10	2	10%	0.2
R4	***(to be completed at tasking time)***				
	ITIL V3 Certification	10	10	15%	1.5
Total Weight ***(must equal 100%)*** :				100%	
Total Score:**					76.50%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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A.1 Application Software Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ AWS**
- ☐ Azure*
- ☐ DevOps
- ☐ Event Driven architecture
- ☐ Extract Transform Load Frameworks
- ☐ Graph database architectures
- ☐ Hadoop***
- ☐ IBM Cognos v10+
- ☐ IBM Cognos v11+
- ☐ IBM DB2 V9+
- ☐ IBM I2
- ☐ IBM InfoSphere Change Data Capture
- ☐ IBM InfoSphere Data Architect
- ☐ IBM InfoSphere DataStage and QualityStage Designer
- ☐ IBM InfoSphere DataStage V8.5+
- ☐ IBM InfoSphere FastTrack
- ☐ IBM InfoSphere Information Analyzer v8.5+
- ☐ IBM InfoSphere Information Services Director
- ☐ IBM InfoSphere Metadata Workbench
- ☐ IBM InfoSphere QualityStage v8.5+
- ☐ IBM InfoSphere suite
- ☐ IBM PureData
- ☐ IBM SPSS Modeler v14+
- ☐ InfoSphere Business Glossary Anywhere
- ☐ Java
- ☐ Javascript
- ☐ JSON
- ☐ Kimball Dimensional Methodology
- ☐ Microsoft SQL Server
- ☐ NoSQL
- ☐ Python
- ☐ R
- ☐ SAP
- ☐ Spark
- ☐ SQL
- ☐ Stream analytics architecture
- ☐ Tableau
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue, QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Analysis Professional™ (CBAP)
- ☐ AWS Certified Solutions Architect
- ☐ Certified Scrum Master
- ☐ Tableau Desktop Certified Associate
- ☐ ITIL V3+ Certification
- ☐ Microsoft Azure Solutions Architect
- ☐ Certified Scrum Developer
- ☐ Tableau Desktop Certified Professional
- ☐ TOGAF
- ☐ Cloudera Certified Professional
- ☐ Professional Scrum Master
- ☐ Tableau Server Certified Associate
- ☐ Professional Scrum Developer

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

A.6 Programmer/Software Developer

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ AWS**
- ☐ Azure*
- ☐ DevOps
- ☐ Extract Transform Load Frameworks
- ☐ Hadoop***
- ☐ IBM Cognos v10+
- ☐ IBM Cognos v11+
- ☐ IBM DB2 V9+
- ☐ IBM I2
- ☐ IBM InfoSphere Change Data Capture
- ☐ IBM InfoSphere Data Architect
- ☐ IBM InfoSphere DataStage V8.5+
- ☐ IBM InfoSphere FastTrack
- ☐ IBM InfoSphere Information Analyzer v8.5+
- ☐ IBM InfoSphere Information Services Director
- ☐ IBM InfoSphere Metadata Workbench
- ☐ IBM InfoSphere QualityStage v8.5+
- ☐ IBM InfoSphere suite
- ☐ IBM nfoSphere DataStage and QualityStage Designer
- ☐ IBM PureData
- ☐ IBM SPSS Modeler v14+
- ☐ InfoSphere Business Glossary Anywhere
- ☐ Java
- ☐ Javascript
- ☐ JSON
- ☐ Kafka or stream analytics platforms
- ☐ Kimball Dimensional Methodology
- ☐ Microsoft SQL Server
- ☐ NoSQL
- ☐ Python
- ☐ R
- ☐ SAP
- ☐ Spark
- ☐ SQL
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Analysis Professional™ (CBAP)
- ☐ IBM Certified Solution Developer - InfoSphere DataStage
- ☐ AWS Certified Developer
- ☐ ITIL V3+ Certification
- ☐ Microsoft Certified Azure Developer
- ☐ Cloudera Certified Associate
- ☐ Certified Scrum Master
- ☐ Certified Scrum Developer
- ☐ Professional Scrum Developer
- ☐ Professional Scrum Master

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	**Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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I.2 Database Adminstrator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ IBM DB2 V9+
- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ Anthos
- ☐ AWS**
- ☐ Azure*
- ☐ Hadoop***
- ☐ IBM Data Studio V4+
- ☐ IBM Infosphere Optim Performance Manager V4+
- ☐ IBM Netezza
- ☐ IBM PureData
- ☐ Kafka
- ☐ Spark
- ☐ SQL
- ☐ UNIX
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Advanced Database Administrator - DB2 10.1+ for Linux UNIX and Windows
- ☐ IBM Certified Advanced Database Administrator - DB2 9.7+ for Linux, UNIX and Windows
- ☐ Certified Scrum Master
- ☐ IBM Certified Administrator - IBM PureData System for Transactions
- ☐ IBM Certified Application Developer - DB2 9.7+ for Linux, Unix and Windows
- ☐ IBM Certified Database Administrator - DB2 10.1+ for Linux, UNIX, and Windows
- ☐ Certified Scrum Developer
- ☐ IBM Certified Database Administrator - DB2 9.7+ for Linux, Unix and Windows
- ☐ IBM Certified Solution Developer - DB2 9.7+ SQL Procedure
- ☐ Professional Scrum Developer
- ☐ Professional Scrum Master

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AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	**Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience **(Contractors to insert cross reference to assigned resource project reference number(s))**
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	*(to be completed at tasking time)*				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	*(to be completed at tasking time)*				
	Element 1	10			0
	Etc.	10			0
R4	*(to be completed at tasking time)*				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

A.7 Programmer/Analyst

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench ☐ IBM Cognos Event Studio ☐ IBM Cognos Workspace ☐ Microsoft SQL Server

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	**Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1		Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2		Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

R4	…………… ……………	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

I.3 Database Analyst/IM Administrator

TA #: _____

Contractor Name: ____________________

Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ Anthos
- ☐ AWS**
- ☐ Azure*
- ☐ ERWIN
- ☐ Extract Transform Load Frameworks
- ☐ Hadoop***
- ☐ IBM Cognos 10.2+
- ☐ IBM Cognos v11+
- ☐ IBM DB2 v9+
- ☐ IBM InfoSphere Data Architect
- ☐ IBM InfoSphere InfoAnalyser
- ☐ IBM InfoSphere Metadata Workbench
- ☐ IBM Netezza
- ☐ IBM PureData
- ☐ IBM SPSS Modeller 14+
- ☐ Kafka
- ☐ Kimball Dimensional Methodology
- ☐ MS Visio
- ☐ Spark
- ☐ SQL
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- ☐ Certified Scrum Master
- ☐ Professional Scrum Developer
- ☐ IBM Certified Solution Developer - Information Analyzer v8.5+ IBM Certified Designer - Cognos 10 BI
- ☐ IBM Certified Database Associate Certifications
- ☐ Certified Scrum Developer
- ☐ IBM Certified Solution Developer - Information Analyzer v8.5+
- ☐ IBM Certified Database Associate Certifications
- ☐ Professional Scrum Master

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AGTC - Divulgé en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CHSA - Released under the Access to Information Act
ASTC - Divulgé en vertu de la Loi sur l'accès à l'information

I.3 Database Analyst/IM Administrator (Data Engineer)

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ Anthos
- ☐ Archimate
- ☐ AWS**
- ☐ Azure*
- ☐ Cognos v10+
- ☐ Cognos v11+
- ☐ Event Driven architecture
- ☐ Extract Transform Load Frameworks
- ☐ Graph database architectures
- ☐ Hadoop***
- ☐ IBM Cognos Administration
- ☐ IBM Cognos Business Intelligence Transformer
- ☐ IBM Cognos Framework Manager
- ☐ IBM Cognos PowerPlay Studio
- ☐ IBM Cognos Software Development Kit
- ☐ IBM DB2
- ☐ IBM I2
- ☐ IBM InfoSphere Change Data Capture
- ☐ IBM Infosphere Data Architect
- ☐ IBM Infosphere Suite
- ☐ IBM PureData
- ☐ IBM SPSS Modeler Server
- ☐ IBM SPSS V14+
- ☐ JSON
- ☐ Kafka
- ☐ Microsoft SQL Server
- ☐ MongoDB
- ☐ Python
- ☐ R
- ☐ SAP
- ☐ Spark
- ☐ SQL
- ☐ Stream analytics architecture

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ Certified Scrum Master
- ☐ Graduation with a degree from a recognized post-secondary university institution with acceptable specialization in Economics, Sociology or Statistics
- ☐ SAS Certified Data Scientist Using SAS 9
- ☐ Professional Scrum Master
- ☐ Microsoft Certified Solutions Expert (MCSE)
- ☐ TOGAF

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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I.4 Database Modeller / IM Modeller

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ Anthos
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Extract Transform Load Frameworks
☐ Hadoop***
☐ IBM Cognos v10+
☐ IBM Cognos v11+
☐ IBM Data Studio V4+
☐ IBM DB2 V9+
☐ IBM Infosphere Data Architect
☐ IBM Infosphere Suite
☐ IBM PureData
☐ JSON
☐ Kimball Dimensional Methodology
☐ MS Visio
☐ SAP
☐ SQL
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ Certified Scrum Master
☐ Professional Scrum Developer
☐ IBM Certified Data Architect - Big Data
☐ Certified Scrum Developer
☐ ITIL V3+ Certification
☐ Professional Scrum Master

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	**Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
				For Level 2 Resource: 5+ to 6 years = 5 points 6+ years = 10 points	

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R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

I.4 Database Modeler/IM Modeler (Data Architect)

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ Anthos
- ☐ AWS**
- ☐ Azure*
- ☐ CA Erwin Data Modeler V9+
- ☐ Data Warehouse technologies
- ☐ Event Driven architecture
- ☐ Extract Transform Load Frameworks
- ☐ Graph database architectures
- ☐ Hadoop***
- ☐ JSON
- ☐ IBM Cognos v10+
- ☐ IBM Cognos v11+
- ☐ IBM Data Studio V4+
- ☐ IBM I2
- ☐ IBM Infosphere Data Architect
- ☐ IBM InfoSphere DataStage and QualityStage Designer
- ☐ IBM InfoSphere DataStage®
- ☐ IBM InfoSphere Information Analyzer
- ☐ IBM InfoSphere Information Governance Catalog
- ☐ IBM InfoSphere Information Server for Data Integration
- ☐ IBM InfoSphere Information Server for Data Quality
- ☐ IBM InfoSphere QualityStage®
- ☐ IBM Infosphere Suite
- ☐ IBM PureData
- ☐ IBM SPSS Modeler v14+
- ☐ Python
- ☐ Kafka
- ☐ Kimball Dimensional Methodology
- ☐ Qualiware
- ☐ Spark
- ☐ SQL
- ☐ Stream analytics architectu
- ☐ Tableau
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certification of The Open Group Architecture Framework (TOGAF)
- ☐ DAMA certifications
- ☐ Certified Scrum Master
- ☐ Professional Scrum Developer
- ☐ ICCP – Institute for Certification of Computing Professionals
- ☐ IBM Certified Data Architect – Big Data
- ☐ Certified Scrum Developer
- ☐ Microsoft Certified Solutions Expert (MCSE)
- ☐ Amazon Web Services (AWS) Certified Big Data – Specialty
- ☐ SAS Certified Big Data Professional
- ☐ Professional Scrum Master

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ASTC - Divulgé en vertu de la Loi sur l'accès à l'information

☐ Tableau Desktop Certified Associate ☐ Tableau Desktop Certified Professional ☐ Tableau Server Certified Associate

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

[illegible] - Released under the Access to Information Act
[illegible] Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable (“D”).	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgé en vertu de la Loi sur l'accès à l'information

re

I.5 IM Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ Anthos
☐ Archimate
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Data Warehouse technologies
☐ Hadoop***
☐ IBM Cognos for Microsoft Office
☐ IBM Cognos V10+
☐ IBM Cognos v11+
☐ IBM Data Studio V4+
☐ IBM DB2 V9+
☐ IBM I2
☐ IBM InforSphere Information Server for Data Integration
☐ IBM InforSphere Information Server for Data Quality
☐ IBM Infosphere Data Architect
☐ IBM InfoSphere Information Analyzer
☐ IBM InfoSphere Information Governance Catalog
☐ IBM Infosphere Suite
☐ IBM PureData
☐ IBM SPSS Modeler V14+
☐ JSON
☐ Kimball Dimensional Methodology
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio
☐ Python
☐ R
☐ Spark
☐ SQL
☐ Tableau
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ Certified Scrum Master
☐ Tableau Desktop Certified Associate
☐ Certified Business Analysis Professional™ (CBAP)
☐ Professional Scrum Master
☐ Tableau Desktop Certified Professional
☐ TOGAF
☐ Tableau Server Certified Associate

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ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

I.5 IM Architect (Data Scientist)

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ Anthos
☐ ArcGIS
☐ Artificial Intelligence technologies
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Data Warehouse technologies
☐ OpenSource Analytics
☐ Event Driven architecture
☐ Extract Transform Load Frameworks
☐ Graph database architectures
☐ Hadoop***
☐ IBM Cognos V10+
☐ IBM Cognos v11+
☐ IBM Data Studio V4+
☐ IBM I2
☐ IBM InfoSphere Information Analyzer
☐ IBM InfoSphere Information Governance Catalog
☐ IBM InfoSphere Information Server for Data Integration
☐ IBM InfoSphere Information Server for Data Quality
☐ IBM Infosphere Data Architect
☐ IBM Infosphere Suite
☐ IBM PureData
☐ IBM SPSS Modeler v14+
☐ Java
☐ JSON
☐ Kafka
☐ Keras
☐ Kimball Dimensional Methodology
☐ Machine Learning
☐ PowerBI
☐ Python
☐ Pytorch
☐ Qualiware
☐ R
☐ Spark
☐ SQL
☐ Stream analytics architecture
☐ Tableau
☐ Tenserflow
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ Certified Analytics Professional (CAP)
☐ Certified Scrum Master
☐ Tableau Desktop Certified Associate
☐ SAS Certified Data Scientist Using SAS 9
☐ Professional Scrum Master
☐ Tableau Desktop Certified Professional
☐ Microsoft Certified Solutions Expert (MCSE)
☐ TOGAF
☐ Tableau Server Certified Associate

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource’s experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

I.5 IM Architect (Privacy Architect)

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Archimate
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Hadoop***
☐ IBM Cognos V10+
☐ IBM Data Studio V4+
☐ IBM Infosphere Data Architect
☐ IBM InfoSphere Information Governance Catalog
☐ IBM InfoSphere Information Server for Data Integration
☐ IBM InfoSphere Information Server for Data Quality
☐ IBM PureData
☐ Kafka
☐ Kimball Dimensional Methodology
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio
☐ Qualiware
☐ Spark
☐ SQL
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certification of The Open Group Architecture Framework (TOGAF)
☐ DAMA certifications
☐ SAS Certified Big Data Professional
☐ Professional Scrum Master
☐ ICCP – Institute for Certification of Computing Professionals
☐ IBM Certified Data Architect – Big Data
☐ TOGAF
☐ Amazon Web Services (AWS) Certified Big Data – Specialty
☐ Microsoft Certified Solutions Expert (MCSE)
☐ Certified Scrum Master

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

CBSA - Released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

I.11 Technology Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ Anthos
☐ Archimate
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Data Warehouse technologies
☐ Entity Relationship Modelling
☐ Event Driven architecture
☐ Extract Transform Load Frameworks
☐ Graph database architectures
☐ Hadoop***
☐ IBM Cognos
☐ IBM Data Studio v4+
☐ IBM DB2
☐ IBM I2
☐ IBM InfoSphere Change Data Capture
☐ IBM InfoSphere Data Architect
☐ IBM InfoSphere DataStage and QualityStage Designer
☐ IBM InfoSphere DataStage V8.5+
☐ IBM InfoSphere FastTrack
☐ IBM InfoSphere Information Analyzer v8.5+
☐ IBM InfoSphere Information Governance Catalog
☐ IBM InfoSphere Information Server for Data Quality
☐ IBM InfoSphere Information Services Director
☐ IBM InfoSphere Metadata Workbench
☐ IBM InfoSphere QualityStage v8.5+
☐ IBM InfoSphere Suite****
☐ IBM PureData
☐ IBM SPSS Modeler v14+
☐ Kimball Dimensional Methodology
☐ Master Data Management
☐ SQL
☐ Stream analytics architecture
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

**** IBM InfoSphere DataStage®, IBM InfoSphere QualityStage®, IBM InfoSphere DataStage and QualityStage Designer, IBM InfoSphere Information Analyzer or IBM InfoSphere Information Governance Catalog

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ IBM Certified Database Associate Certifications
☐ Professional Scrum Master
☐ IBM Certified Data Architect - Big Data
☐ TOGAF
☐ IBM Certified Solution Developer - Information Analyzer V8.5+
☐ Certified Scrum Master

CHSA - Released under the Access to Information Act
ASTC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

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		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
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R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

DHSA - Released under the Access to Information Act
AGTC - Divulgué en vertu de la Loi sur l'accès à l'information

R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor**	**Evaluation Weight (B)**	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

ts, President (Makwa Resourcing Inc.)

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
813976099PG0002
Makwa Resourcing Inc., TPG Technology Consulting Ltd, in JOINT VENTURE
9 Murphy Court
Kanata
Ontario
K2W1B7
Canada
Operating as: Team MAKWA/TPG

Title - Sujet
TBIPS IT Workstream 1

Contract No. - N° du contrat
47060-197627/003/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000337627

Date
2022-08-26

Requisition Reference No. - N° de la demande
47060-197627

File No. - N° de dossier
618el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Address Enquiries to: - Adresser toutes questions à:
Cornelisse, Alexander

Buyer Id - Id de l'acheteur
618el

Telephone No. - N° de téléphone
(873) 354-8817 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$3,850,000.00

Revised estimated cost
Coût révisé estimatif
$11,000,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

[illegible] Released under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

DRAFT - PROJET
CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

President (Makwa Resourcing Inc.)

Digitally signed by Wendylee Roberts
Date: 2022[illegible] 08:30:08 -04'00'

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

813976099PG0002
Makwa Resourcing Inc., TPG Technology Consulting Ltd. in JOINT VENTURE
9 Murphy Court
Kanata
Ontario
K2W1B7
Canada
Operating as: Team MAKWA/TPG

Title - Sujet
TBIPS IT Workstream 1

Contract No. - N° du contrat
47060-197627/003/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000337627

Date

Requisition Reference No. - N° de la demande
47060-197627

File No. - N° de dossier
618el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Address Enquiries to: - Adresser toutes questions à:
Cornelisse, Alexander

Buyer Id - Id de l'acheteur
618el

Telephone No. - N° de téléphone
(873) 354-8817 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$3,850,000.00

Revised estimated cost
Coût révisé estimatif
$11,000,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

AMENDMENT 002

This amendment is hereby raised to make the following changes:

1. AT Page 1 of the Contract, Total Estimated Cost:

DELETE: $ 7,150,000.00
INSERT: $ 11,000,000.00

2. AT CLAUSE 1.7 Contract Period subsection (b) Option to Extend the Contract:

DELETE: In it's entirety;

INSERT:

1.7 Contract Period

(b) Option to Extend the Contract:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **one (1) additional two (2) year period** under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS IT - Workstream 1

Contract No. - N° du contrat
47060-197627/004/EL

Date
2021-07-13

Client Reference No. - N° de référence du client
1000337627

Requisition No. - N° de la demande
47060-197627

File No. - N° de dossier
641el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
1950-400-00

GST/HST
TPS/TVH
☐

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Michaud(el div.), Daniel

Buyer Id - Id de l'acheteur
641el

Telephone No. - N° de téléphone
(613) 858-8483 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$5,850,000.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

1.1 Requirement

(a) Team DALIAN (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

1.2 Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

(i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

(ii) When a Task Authorization is issued, Canada will use a rotational method to allocate the draft Task Authorizations where the rotation is based on the ranking obtained by the Contractor during the Bid Solicitation.

(iii) Canada will send the first TA to the first ranked Contractor, the second TA to the second ranked Contractor This rotational process will be repeated for each subsequent series of TAs issued by Canada.

(iv) The Contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

(v) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the next-ranked Contractor. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the Contractor propose another resource and the Contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the Contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next-ranked Contractor.

(vi) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other contractors in that same Workstream.

(vii) The process of sending out a draft TA will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(viii) Any of the contractors may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Technical Authority and the Contracting Authority that it is again available to perform additional tasks.

(ix) If it is found that the allocation process described at part (ii) above has resulted in the award of a disproportionate dollar value of work between the Contractors, the Contractors agree that Canada, in its sole discretion, may deviate from the allocation process and issue TAs in the manner required to re-establish a proportional allocation.

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the categories of resources and the number required;

(D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(E) the start and completion dates;

(F) milestone dates for deliverables and payments (if applicable);

(G) the number of person-days of effort required;

(H) whether the work requires on-site activities and the location;

(I) the language profile of the resources required;

(J) the level of security clearance required of resources;

(K) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(L) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within five (5) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by:

  a. the Technical Authority; and

  b. a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA.

(ii) for any TA with a value greater than this amount, a TA must be signed by:

  a. the Technical Authority;

  b. a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA; and

  c. the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated.

If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended)

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended) :

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

1.3 Minimum Work Guarantee

(a) In this clause,

   (i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

   (ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

   (i) for default;

   (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

   (iii) for convenience within ten business days of Contract award.

1.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

   (i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

   With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

   4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

   5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

      (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

      (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

The following Supplemental General Conditions:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

1.5 Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement EN578-170432, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of Secret, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor must not remove any protected/classified information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor must comply with the provisions of the:

   (i) Security Requirements Check List and security guide (if applicable), attached at Annex C; and

   (ii) Industrial Security Manual (Latest Edition)

6. ADDITIONAL SECURITY REQUIREMENT:

   (i) The Canada Border Services Agency will conduct its own personnel Reliability Status assessment on the recommended Contractor and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

(ii) For each proposed resource, the recommended Contractor must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf) upon request of the Contracting Authority prior to Contract Award.

(iii) Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the recommended Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended Contractor (specifically the Contractor personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

(iv) In the event the recommended Contractor (specifically the Contractor personnel) does not pass the security screening process required by the CBSA, the said Contractor's proposal will be considered non-responsive and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met

(v) Contractor personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information\assets are kept.

1.6 Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

a. The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.

b. The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.

c. The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

1.7 Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two (2) years later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional two (2) year period under the same terms and

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ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

1.8 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name:	Daniel Michaud
Title:	Supply Team Leader Public Works and Government Services Canada Acquisitions Branch
Directorate:	Business and Technology Solutions Sector (BTSS)
Address:	10 Wellington St., Gatineau, Québec
Telephone:	(613) 858-8483
E-mail address:	daniel.michaud@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Jeff Carr

Title: Executive director, Data Strategy

Directorate: Chief Data Office, Strategic Policy Branch, CBSA

Address: 333 North River Road, Ottawa, ON, K1A 0L8

Telephone: 613 290 5069

Email address: jeff.carr@cbsa-asfc.gc.ca

In his absence, the Technical Authority for the Contract is:

Name : Michel Villeneuve
Title : Manager
Directorate: Analytics Program Management Data Strategy, Chief Data Office
Strategic Policy Branch
Canada Border Services Agency, Government of Canada
Address: 333 North River Road, Ottawa, ON, K1A 0L8
Telephone: 819-360-6548
Email address: michel.villeneuve@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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(c) Contractor's Representative

Vice-President

1.9 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.10 Payment

(a) **Basis of Payment**

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iv) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(v) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
    - (A) when it is 75 percent committed, or
    - (B) 4 months before the contract expiry date, or
    - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

  whichever comes first.
- (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
- (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) **Direct Deposit (Domestic and International);**
- (iv) Electronic Data Interchange (EDI);

(v) Wire Transfer (International Only);

(vi) Large Value Transfer System (LVTS) (Over $25M)

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.11 Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

1.12 Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

1.13 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

1.14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

1.15 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;

(d) Annex A, Statement of Work – Annex A including its Appendices as follows;

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated February 26, 2021.

1.16 Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

1.17 Insurance Requirements

(a) **Compliance with Insurance Requirements**

  (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

  (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

  (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the

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time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
  - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

1.18 Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability:**

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

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(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

1.19 Joint Venture Contractor

The Contractor confirms that the name of the joint venture is DALIAN Enterprises Inc. and CORADIX Technology Consulting Ltd. In Joint Venture, Team DALIAN

(a) and that it is comprised of the following members:

1. DALIAN Enterprises Inc..
2. CORADIX Technology Consulting Ltd.

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

 (i) Tony Carmanico has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

 (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

 (iii) all payments made by Canada to the representative member will act as a release by all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

1.20 Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

 (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

  (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

  (B) security information on the proposed replacement as specified by Canada, if applicable.

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The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

1.21 Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

1.22 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

1.23 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

1.24 Government Property

Canada agrees to supply the Contractor with the items listed at Article 5. Client Support of Annex A – Statement of Work. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

1.25 Transition Services at End of Contract Period

The Contractor agrees to execute the transition tasks identified within the Task Authorizations (if applicable) and it will make all reasonable efforts to assist Canada in the transition from the incumbent to the Contractor and from the Contractor to a new contract with another supplier.

1.26 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

1.27 Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

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ANNEX A

STATEMENT OF WORK

SW1 BACKGROUND

The Canada Border Service Agency (CBSA) has a mandate to provide integrated border services that support national security and public safety priorities, while facilitating the free flow of legitimate trade and travel. The Agency is committed to protecting the safety and security of Canadian communities, as well as the stability and prosperity of our economy.

In support of its mandate, the CBSA has embarked on Agency-wide modernization efforts to strengthen its management foundation and enhance its capabilities to respond effectively to the evolving border continuum. With the exponential growth of data produced by the CBSA and its partners, the CBSA is seeking opportunities to increase its Analytics footprint by fostering people, process, data and technology in order to guide strategic, operational and tactical decision-making along its business lines.

In order to support the advancements of the CBSA's Analytics investment, the Agency needs to secure an agile, connected and high-performing workforce skilled on the use of modern techniques and tools.

CBSA Information, Science and Technology Branch (ISTB) will require resources to supplement and support the staff currently in place and work on high performance, high availability, and mission critical national systems, built on the IT Environment identified in Section 4 below.

SW2 SCOPE OF WORK

Applicable resource categories listed below:

TBIPS Category	TBIPS Level
A.1. Application/Software Architect (Analytics)	3
A.6 Programmer/Software Developer	2 and 3
A.7 Programmer/Analyst	3
I.2 Database Administrator	3
I.3 Database Analyst / IM Administrator	3
I.3 Database Analyst / IM Administrator (Data Engineer)	3
I.4 Database Modeller / IM Modeller	3
I.4 Database Modeller/IM Modeller (Data Architect)	3
I.5. IM Architect	3
I.5 IM Architect (Data Scientist)	3
I.5 IM Architect (Privacy Architect)	3
I.11. Technology Architect	3

SW3 TASKS AND DELIVERABLES

3.1 Technical Stream

3.1.1 A.1. Application/Software Architect (Analytics) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop technical architectures, frameworks and strategies for analytics systems, either for an organization or for a major application area to meet the business and application requirements.
2. Identify the policies and requirements that drive out a particular analytics solution.
3. Analyze and evaluate alternative technology solutions to meet business problems.
4. Engage with business clients and data scientists to drive out a particular analytics solution.
5. Analyze functional requirements to identify information, procedures and decision flows.
6. Evaluate existing procedures and methods, identify and document data content, structure, application sub-systems and develop data dictionary.
7. Identify and document system, such as, specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, and naming conventions.
8. Ensures the integration of all aspects of technology solutions.

Additional Tasks could include but are not limited to:

9. Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
10. Define and document interfaces of manual to automated operations within application sub-systems to external systems and between new and existing systems.
11. Define input/output sources, including detailed plan for technical design phase and obtain approval of the system proposal.

3.1.2 A.6 Programmer/Software Developer (Level 2):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Develop and prepare diagrammatic plans for solution of business, analytics, scientific and technical problems by means of computer systems of significant size and complexity.
2. Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting and format of final printed results.
3. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results.
4. Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

Additional Tasks could include but are not limited to:

5. Select and incorporate available software programs.
6. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs.

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7. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel.
8. Correct program errors by revising instructions or altering the sequence of operations.

3.1.3 A.6 Programmer/Software Developer (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Develop and prepare diagrammatic plans for solution of business, analytics, scientific and technical problems by means of computer systems of significant size and complexity.
2. Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results.
3. Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results.
4. Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.
5. Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs.
6. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel.

Additional Tasks could include but are not limited to:

7. Select and incorporate available software programs.
8. Correct program errors by revising instructions or altering the sequence of operations.
9. Provide development activities level of effort and duration estimates for schedule planning.
10. Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging current systems.
11. Assist in the prioritization and planning for resolution of all known defects and enhancements in support of business.
12. Develop and maintain effective collaborative relationships with the stakeholders to discuss and resolve issues.
13. Work with stakeholders to proactively maintain all IT systems documentations aligned with business documentation.
14. Provide updates on work in progress, work completed, work planned, and issues potentially impacting the timely completion or quality level of work.
15. Provide leadership, guidance, and support to less senior resources.

3.1.4 A.7 Programmer/Analyst (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Create and modify code and software.
2. Create and modify screens and reports.
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems and for the development of functional and system design specifications.

4. Design methods and procedures for small computer systems, and sub-system of larger systems.
5. Produce forms, manuals, programs, data files and procedures for systems and/or applications.

Additional Tasks could include but are not limited to:

6. Develop, test and implement small computer systems, and sub-systems of larger systems.

3.1.5 I.2 Database Administrator (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Generate new database with the client.
2. Maintain configuration control of the database.
3. Control and coordinate changes to the database, including the deletion of records, changes to the existing records, and additions to the database.
4. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database.
5. Develop and implement security procedures for the database, including access and user account management.

Additional Tasks could include but are not limited to:

6. Customize database conversion routines.
7. Finalize Conversion Strategy.
8. Maintain data dictionaries.
9. Advise programmers, analysts, and users about the efficient use of data.
10. Perform and/or coordinate updates to the database design.
11. Develop and coordinate back-up, disaster recovery and virus protection procedures.

3.1.6 I.3 Database Analyst / IM Administrator (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Develop Complex SQL queries incorporating inner joins, outer joins, aggregates, unions, subqueries, group by, where clause, having clause, triggers, cursors, views, XML query function and other advanced SQL fundamentals and utilize SQL expertise to support and assist Data Modelers, Data Warehouse Analysts, Testers and End Users.
2. Provide support to develop an Enterprise Data Warehouse model; including logical model integration of data from multiple subject areas and use Kimball Methodology (dimensional models integrated via conformed dimensions).
3. Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements.
4. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database.

Additional Tasks could include but are not limited to:

5. Develop a comprehensive understanding of CBSA Data Warehouse processes and content (data).

6. Provide support, develop and present Enterprise Data Warehouse (EDW)/ Business Intelligence (BI) strategies, roadmaps and project plans.
7. Assist Data Base Administrator(s) (DBA) with BI/DW database performance and design related issues.
8. Mediates and resolves conflicts among users' needs for data.
9. Advise programmers, analysts, and users about the efficient use of data.
10. Provide input into Data Warehouse Design decisions.
11. Examine data available in existing data source and collect statistics about that data.
12. Write source to target mappings.
13. Work within the Service Lifecycle Management Framework.

3.1.7 I.3 Database Analyst / IM Administrator (Data Engineer) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop, analyze, design, and implement Highly Scalable data management systems (data storage and data movement solutions) to ensure high levels of data quality and availability.
2. Develop capacity planning, backup and restore procedures for the highly scalable data management systems.
3. Build analytics tools and solutions using "Big Data" technologies which utilize the data pipelines to provide users with the said tools and solutions for data modeling, mining and analysis.
4. Collaborate with stakeholders to ensure systems meet business requirements and industry best practices.to
5. Build the infrastructure required for optimal extraction, transformation, and loading of data from a wide variety of data sources using various on-premise and cloud-based technologies.
6. Develop processes supporting data transformation, data structures, metadata, dependency and workload management.
7. Develop and maintain data pipelines and data science solutions on cloud-based platforms.

Additional Tasks could include but are not limited to:

8. Develop or assist in development of disaster recovery plans and procedures;
9. Collaborate with stakeholders to assist with data-related technical issues and support their data infrastructure needs.
10. Collaborate with stakeholders to build and implement high-performance algorithms, prototypes, and proof of concepts for use in statistical analysis, prediction models and machine learning.
11. Integrate new data management technologies and software engineering tools into existing structures.
12. Deploy tools using various programming languages to marry systems together.
13. Research opportunities for data acquisition and new uses for existing data
14. Recommend ways to improve data reliability, efficiency and quality
15. Develop and maintain comprehensive end user documentation and reference materials/guides in the data repository and ensure it is current and accurate.
16. Coach, mentor, train and knowledge transfer to internal resources to facilitate organizational onboarding.

3.1.8 I.4 Database Modeller / IM Modeller (Level 3):

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks:

Baseline Tasks:

1. Develop and maintain the Architecture and Data Models for project initiative
2. Design, develop and maintain Logical Data Models.
3. Participate in data analysis as a result of new/updated requirements.
4. Analyze and evaluate alternative data architecture solutions to meet business problems/requirements to be incorporated into the corporate data architecture

Additional Tasks could include but are not limited to:

5. Analyze proposed changes to databases from the context of the Logical Data Model.
6. Provide technical expertise in the use and optimization of data modeling techniques to team members.
7. Provide technical assistance, guidance and direction in terms of data analysis and modeling to team members.
8. Provide assistance to project team and business users relating to data issues and data analysis concepts.
9. Participate in the development of data modeling and metadata policies and procedures.
10. Apply approved changes to Logical Data Models.
11. Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities. .
12. Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them.
13. Improve modeling efficiency through recommendations on how to better utilize current metadata repositories.
14. Participate in data architecture refinement.
15. Define access strategies.

3.1.9 I.4 Data Modeler/IM Modeler (Data Architect) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and maintain the Architecture and Data Models for corporate and project specific initiatives, including the identification of data most valuable to the department, the integration of this data, and the development of core relating data models. The resulting data models will be based on data architecture and modeling design principles and tenets.
2. Develop and maintain Architecture and Data Models for non-traditional data structures and technologies for corporate and project specific initiatives, including the identification of data most valuable to the department, the integration of this data, and the development of core relating data models.
3. Monitor and support the development of the system's data to ensure it is compliant with the data architecture, and provide recommendations in refinement of data architecture as required.
4. Develop data model, metadata policies and procedures in support of the enterprise, the data warehouse and repositories.
5. Analyze and develop data models in a hybrid cloud computing context.

Additional Tasks could include but are not limited to:

6. Analyze and evaluate alternative data architecture solutions to meet business requirements to be incorporated into the corporate data architecture.

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7. Set Data Policy and the technical solution for the management, storage, access, navigation, movement, and transformation of data.
8. Design, develop, maintain and apply approved changes to data models.
9. Analyze proposed changes to databases and other data repositories from the context of the Data Model.
10. Provide technical assistance and expertise, guidance and direction in terms of data analysis and data modeling to team members.
11. Provide assistance to project team and business users relating to data issues and data analysis concepts.
12. Conform to corporate data architectures, World Customs Organization data standards, strategies and frameworks, including enterprise data warehouse activities and enterprise data analytics activities.
13. Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them.
14. Conform and improve modeling efficiency through recommendations on how to better utilize current metadata repositories.
15. Examine and enforcing opportunities to provide data reuse, balancing the issues of centralization and replication.
16. Define access strategies.
17. Construct, monitor and report on work plans and schedules, while participating in projects, forums and working groups varying in scope and complexity.
18. Work within the confines of data governance, ensuring the compliance within privacy and security policies of the organization.

3.1.10 I.5. IM Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration. Develop and document detailed statements of requirements.
2. Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary.
3. Develop data management standards and processes.
4. Provide support in the development of data governance artefacts.
5. Design, implement meta-data standards and processes.

Additional Tasks could include but are not limited to:

6. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
7. Prototype potential solutions, provide tradeoff information and suggest recommended courses of action.
8. Perform information modelling in support of Business Process Reengineering (BPR) implementation.
9. Perform cost/benefit analysis of implementing new processes and solutions.
10. Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies.
11. Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.

3.1.11 I.5 IM Architect (Data Scientist) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Perform data exploitation on data to provide tactical and strategic insights directly to analysts, business owners, and decision makers.
2. Design experiments, test hypotheses, and build models.
3. Conduct advanced data analysis and highly complex design algorithms.
4. Apply advanced statistical, mining and modeling techniques to build, maintain, and improve on the advance analytics program.
5. Perform prototyping and developing data exploitation capabilities using advanced data analytics technologies and techniques.
6. Perform prototyping and developing data exploitation capabilities using cloud computing platforms.
7. Develop innovative and effective approaches utilizing advanced algorithms and statistical techniques to resolve client's analytics problems and communicate results and methodologies.
8. Interpret data and present material using visualizations, writing reports, producing functional notebooks, designing and delivering presentations.

Additional Tasks could include but are not limited to:

9. Identify what data is available and relevant, including internal and external data sources (structured and unstructured), leveraging data collection processes.
10. Collaborate with stakeholders and business analysts gathering requirements to identify opportunities to apply data science towards business objectives and program improvements.
11. Model and frame business scenarios that are meaningful and which impact business processes, decisions and program integrity.
12. Advise on best practises and approaches using available toolsets, while recommending and aiding to implement new tools based on researched recommendations.
13. Provide strategic recommendations on data collection, integration and retention requirements incorporating business requirements and knowledge of best practices.
14. Collaborate with stakeholders to define the validity of the information, the length of time the information is meaningful, and makes relationships to other information.
15. Work within the confines of data governance, ensuring the compliance within privacy and security policies of the organization. This includes validating where data can be stored, the retention period and sharing of data.
16. Provide leadership, guidance, and support to stakeholders and the data community.

3.1.12 I.5 IM Architect (Privacy Architect) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and maintain a corporate privacy program architecture roadmap that aligns with the direction set by the data privacy and information security officers to guide and inform initiatives (i.e., design principles, source systems, business rules/logic, technology and business alignment, etc.).
2. Develop and apply an end-to-end vision for software and information architecture and guides the selection, implementation, and management of enterprise and domain level solutions through partnerships with domain, solution, and enterprise architects, as well as the data privacy and information security officers.

3. Drive strategies, governance, and design for the identified solutions to meet the strategic goals of the corporate privacy program.
4. Integrate privacy and information lifecycle requirements into processes, controls and assessments and create direct mapping to requirements, solutions and patterns. Eliminate redundancies, close current gaps and enable agility and automation.
5. Design blueprints that protect corporate data assets and ensures those assets are effectively managed to meet the strategic goals of the corporate privacy program.

Additional Tasks could include but are not limited to:

6. Develop systematic, automated data deletion for structured and unstructured data including automated description and processing of legal, regulatory and other policies.
7. Collaborate with domain architects to identify business critical gaps and discrepancies; propose and implement remediation plans and tactics to meet corporate privacy program goals.
8. Work collaboratively with architecture and development teams fostering re-use, design for scale, stability, and operational efficiency principles.
9. Develop and drive strategies, governance, and design for the identified solutions to meet the strategic goals of the corporate privacy program.
10. Promote the merits, values, and efficiencies of privacy by design principles and effectively communicate benefits for privacy and information security-related initiatives.
11. Collaborate with other domain architects from the data, information security, and enterprise operations areas to define best practices and development methodologies to meet privacy standards.
12. Identify privacy architecture standards and tools to be mandated for functions including Cloud First, data warehouse, analytics, and data archival.
13. Develop end-to-end vision for software, information architecture and guides the selection, implementation, and management of enterprise and domain level solutions through partnerships with domain, solution, and enterprise architects, as well as the data privacy and information security officers.
14. Develop estimates for privacy, data security ad data related components of a solution.
15. Work within the confines of data governance, ensuring the compliance within privacy and security policies of the organization.

3.1.13 I.11. Technology Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
2. Identify the policies and requirements that drive out a particular solution.
3. Advise Senior Management on trends and emerging technologies and their impact on the organization's architectures and business strategies.
4. Analyze and evaluate alternative technology solutions to meet business problems.
5. Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
6. Perform impact analysis of technology changes.

Additional Tasks could include but are not limited to:

7. Ensures the integration of all aspects of technology solutions.
8. Provide information, direction and support for emerging technologies.

9. Provide support to applications and/or technical support teams in the proper application of existing infrastructure.
10. Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.

SW4 OVERALL CBSA TECHNICAL ENVIRONMENT

1. IBM DB2 on UNIX
2. IBM PureData
3. IBM InfoSphere Information Governance Catalog
4. IBM Information Server for Data Integration
5. IBM InfoSphere Information Server for Data Quality
6. IBM InfoSphere DataStage
7. IBM InfoSphere Change Data Capture
8. IBM InfoSphere QualityStage
9. IBM InfoSphere FastTrack
10. InfoSphere Business Glossary Anywhere
11. IBM InfoSphere Information Analyzer
12. IBM InfoSphere Metadata Workbench
13. IBM InfoSphere Data Architect
14. IBM InfoSphere Information Services Director
15. IBM InfoSphere DataStage and QualityStage Designer
16. IBM SPSS
17. IBM SPSS Modeler Server
18. IBM Cognos Framework Manager
19. IBM Cognos Business Intelligence Transformer
20. IBM Cognos Administration
21. IBM Cognos PowerPlay Studio
22. IBM Cognos Software Development Kit
23. SQL
24. Sybase
25. XML
26. R
27. Python
28. ArcGIS
29. Tableau
30. PowerBI
31. Hadoop
32. Spark
33. Stream processing (Kafka, AWS Kinesis, Azure Event Hub)
34. MS Office
35. Cognos v10
36. Cognos v11+
37. Microsoft Azure cloud
38. Amazon Web Services cloud

SW5 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

5.1 The CBSA Data Management team will provide an appropriate workspace with access to the appropriate tools for the resources to carry out the expectations set out in this SOW.

5.2 The Contractor will be provided with a CBSA user ID, password, workstation or laptop, email address, and other materials (supporting documentation) as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

SW6 ACCEPTANCE CRITERIA

All work and services are to be provided to the entire satisfaction and approval of the Project Authority.

SW7 DELIVERABLES

The Contractor will provide various reports, plans, analysis and other related documents as specified in the applicable Task Authorization.

SW8 CONSTRAINTS

At no time and in no way is CBSA data to be removed from CBSA sites, nor will access to or from the contractor's IT systems through the use of a session (e.g VPN) be permitted.

The contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

SW9 REPORTING REQUIREMENTS

Timesheets are to be provided on a monthly depicting hours worked on a daily basis.

SW10 WORK LOCATION

All work will be performed in the National Capital Region on-site at CBSA offices, or remotely when authorized by CBSA.

Appendix A – Glossary

Acronym or Term	Definition
Architecture and Data Model	An abstract model that organizes elements of data and standardizes how they relate to one another and to properties of the real world entities.
Business Cases	A presentation or a proposal to an authority by an organization seeking funding, approval, or both for an activity, initiative, or project. A business case puts a proposed investment decision into a strategic context and provides the information necessary to make an informed decision about whether to proceed with the investment and in what form.
Business Intelligence	The strategies and technologies used by enterprises for the data analysis of business information. BI technologies provide historical, current and predictive views of business operations.
Business Process Reengineering	A business management strategy focusing on the analysis and design of workflows and business processes within an organization.
Business Transformation Enablement Program	A set of tools which have been developed to provide an integrated approach for strategic management and alignment, and business transformation.
Cloud First	Adoption strategy in which cloud is the preferred option for delivering IT services and public cloud is the preferred option for cloud deployment.
Complex SQL	Is the use of SQL queries which go beyond the standard SQL of using the SELECT and WHERE commands. Complex SQL often involves using complex joins and sub-queries, where queries are nested in WHERE clauses. Complex queries frequently involve heavy use of AND and OR clauses.
Critical Success Factors	A management term for an element that is necessary for an organization or project to achieve its mission.
Data Analytics	The process of examining data sets in order to draw conclusions about the information they contain.
Data Policy	A set of measurable rules for a set of data elements, in the context of an organizational scope, for the benefit of a business process, irrespective of where the data is stored and the party that provides the data.
Data Base Management System	A software package designed to define, manipulate, retrieve and manage data in a database.
Enterprise Data Warehouse	An Enterprise Data Warehouse (EDW) is a collection of corporate information and data derived from operational systems and external data sources. An EDW is designed to support business decisions by allowing data consolidation, analysis and reporting at different aggregate levels
Federated Architecture Program	A pattern in enterprise architecture that allows interoperability and information sharing between semi-autonomous de-centrally organized lines of business (LOBs), information technology systems and applications.
GC Information Management Policies	Government of Canada's policy to achieve efficient and effective information management to support program and service delivery; foster informed decision making, facilitate accountability transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.
Highly Scalable	is the capability to add more capacity when required to handle the increased workload
Information and Communications Technology	A term for information technology (IT) which stresses the role of unified communications[1] and the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise

	software, middleware, storage, and audio-visual systems, which enable users to access, store, transmit, and manipulate information.
Logical Data Model	Is the description of the data in as much detail as possible, without regard to how they will be physical implemented in the database.
Memorandum to Cabinet	A minister's vehicle for proposing and explaining a proposed measure to the Cabinet and for obtaining its approval.
Project Charters	A statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.
Project Controls	The data gathering, data management and analytical processes used to predict, understand and constructively influence the time and cost outcomes of a project or program; through the communication of information in formats that assist effective management and decision making.
Requirements Management	The process of documenting, analyzing, tracing, prioritizing and agreeing on requirements and then controlling change and communicating to relevant stakeholders.
Risk Assessment Process	The process of assessing risks and their inherent risk associated with a particular project scope and its expected benefits.
Risk Management Plans	The document which is prepared to foresee risks, estimate impacts, and define responses.
Risk Responses	The process of documenting for each risk, a risk response in the risk register. Aiming to eliminating the risk, lowing the probability of risk occurrence and lowering the impact of the risk on the project objectives.
Strategic Business Objectives	Goals deemed most important to the current and future health of an organization.
Technology Architecture	The process of development of methodical information technology specifications, models and guidelines, using a variety of Information Technology notations, for example UML, within a coherent Information Technology architecture framework, following formal and informal Information Technology solution, enterprise, and infrastructure architecture processes.
World Customs Organization	The World Customs Organization (WCO), established in 1952 as the Customs Co-operation Council (CCC) is an independent intergovernmental body whose mission is to enhance the effectiveness and efficiency of Customs administrations. http://www.wcoomd.org/

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APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

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considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(SEE DOCUMENT ATTACHED)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

(SEE DOCUMENT ATTACHED)

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

______________________________ ______________

Print name of authorized individual & sign above Date

5. NON-DISCLOSURE AGREEMENT

I, ____________________ (name of proposed resource), recognize that in the course of my work as an employee or subcontractor of ________________ (name of contractor), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. ______________ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Canada Border Services Agency, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

________________.

______________________________ ______________

Print name of proposed resource & sign above Date

ANNEX B
BASIS OF PAYMENT

1. Professional Services

In accordance with the Contract, the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract, Applicable Taxes extra.

INITIAL CONTRACT PERIOD (2 YEARS from contract award)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 - Application/Software Architect (Analytics)	3	[redacted]
A.6 - Programmer/Software Developer	3	[redacted]
A.6 - Programmer/Software Developer	2	[redacted]
A.7 - Programmer/Analyst	3	[redacted]
I.2 - Database Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator (Data Engineer)	3	[redacted]
I.4 - Database Modeller / IM Modeller	3	[redacted]
I.4 - Database Modeller/IM Modeller (Data Architect)	3	[redacted]
I.5 - IM Architect	3	[redacted]
I.5 - IM Architect (Data Scientist)	3	[redacted]
I.5 - IM Architect (Privacy Architect)	3	[redacted]
I.11 - Technology Architect	3	[redacted]

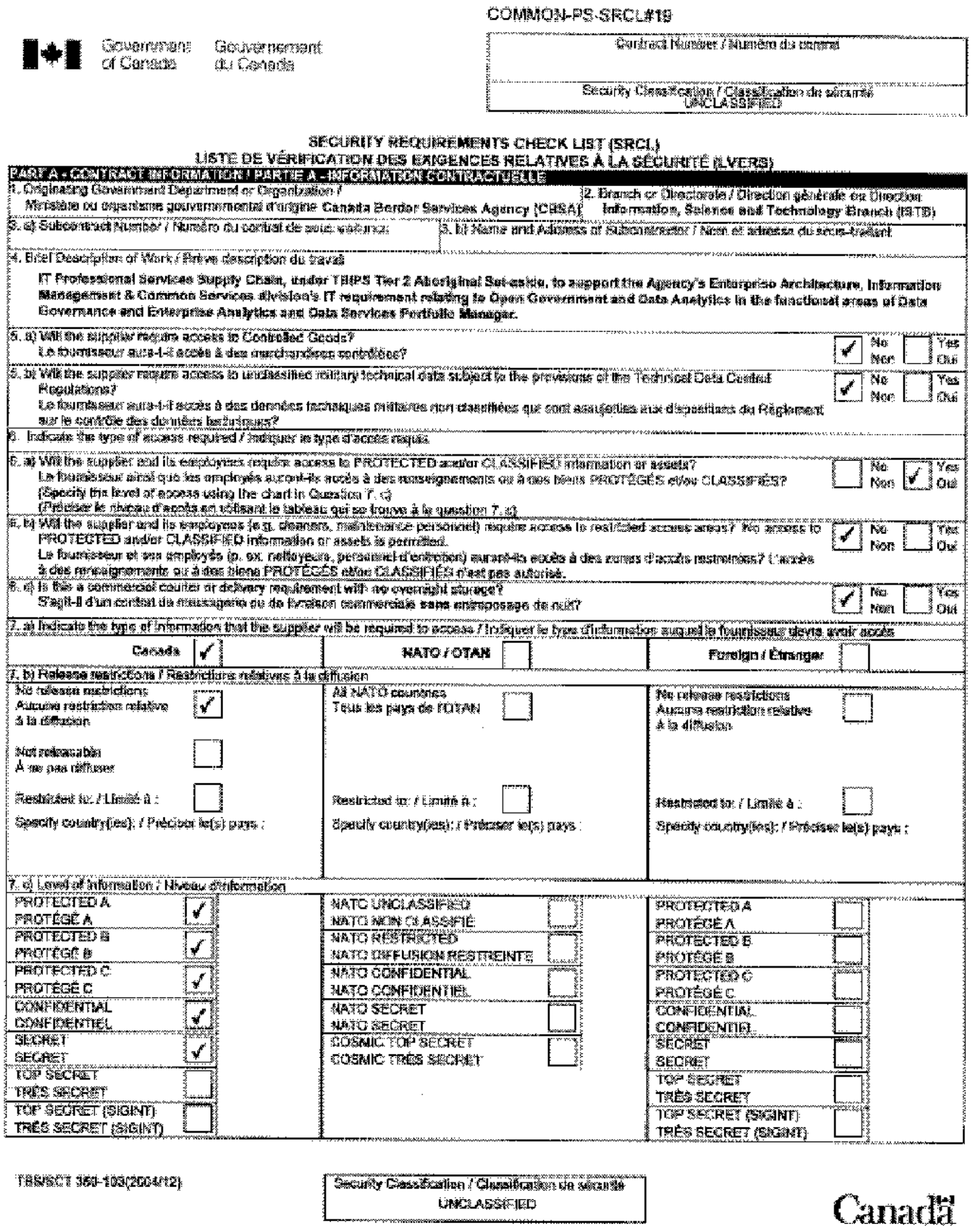
OPTION YEAR 1 (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 - Application/Software Architect (Analytics)	3	[redacted]
A.6 - Programmer/Software Developer	3	[redacted]
A.6 - Programmer/Software Developer	2	[redacted]
A.7 - Programmer/Analyst	3	[redacted]
I.2 - Database Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator (Data Engineer)	3	[redacted]
I.4 - Database Modeller / IM Modeller	3	[redacted]
I.4 - Database Modeller/IM Modeller (Data Architect)	3	[redacted]
I.5 - IM Architect	3	[redacted]
I.5 - IM Architect (Data Scientist)	3	[redacted]
I.5 - IM Architect (Privacy Architect)	3	[redacted]
I.11 - Technology Architect	3	[redacted]

OPTION YEAR 2 (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 - Application/Software Architect (Analytics)	3	[redacted]
A.6 - Programmer/Software Developer	3	[redacted]
A.6 - Programmer/Software Developer	2	[redacted]
A.7 - Programmer/Analyst	3	[redacted]
I.2 - Database Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator	3	[redacted]
I.3. - Database Analyst / IM Administrator (Data Engineer)	3	[redacted]
I.4 - Database Modeller / IM Modeller	3	[redacted]

I.4 - Database Modeller/IM Modeller (Data Architect)	3	
I.5 - IM Architect	3	[redacted]
I.5 - IM Architect (Data Scientist)	3	[redacted]
I.5 - IM Architect (Privacy Architect)	3	[redacted]
I.11 - Technology Architect	3	

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

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Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **Canada Border Services Agency (CBSA)**

2. Branch or Directorate / Direction générale ou Direction **Information, Science and Technology Branch (ISTB)**

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

IT Professional Services Supply Chain, under TBIPS Tier 2 Aboriginal Set-aside, to support the Agency's Enterprise Architecture, Information Management & Common Services division's IT requirement relating to Open Government and Data Analytics in the functional areas of Data Governance and Enterprise Analytics and Data Services Portfolio Manager.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

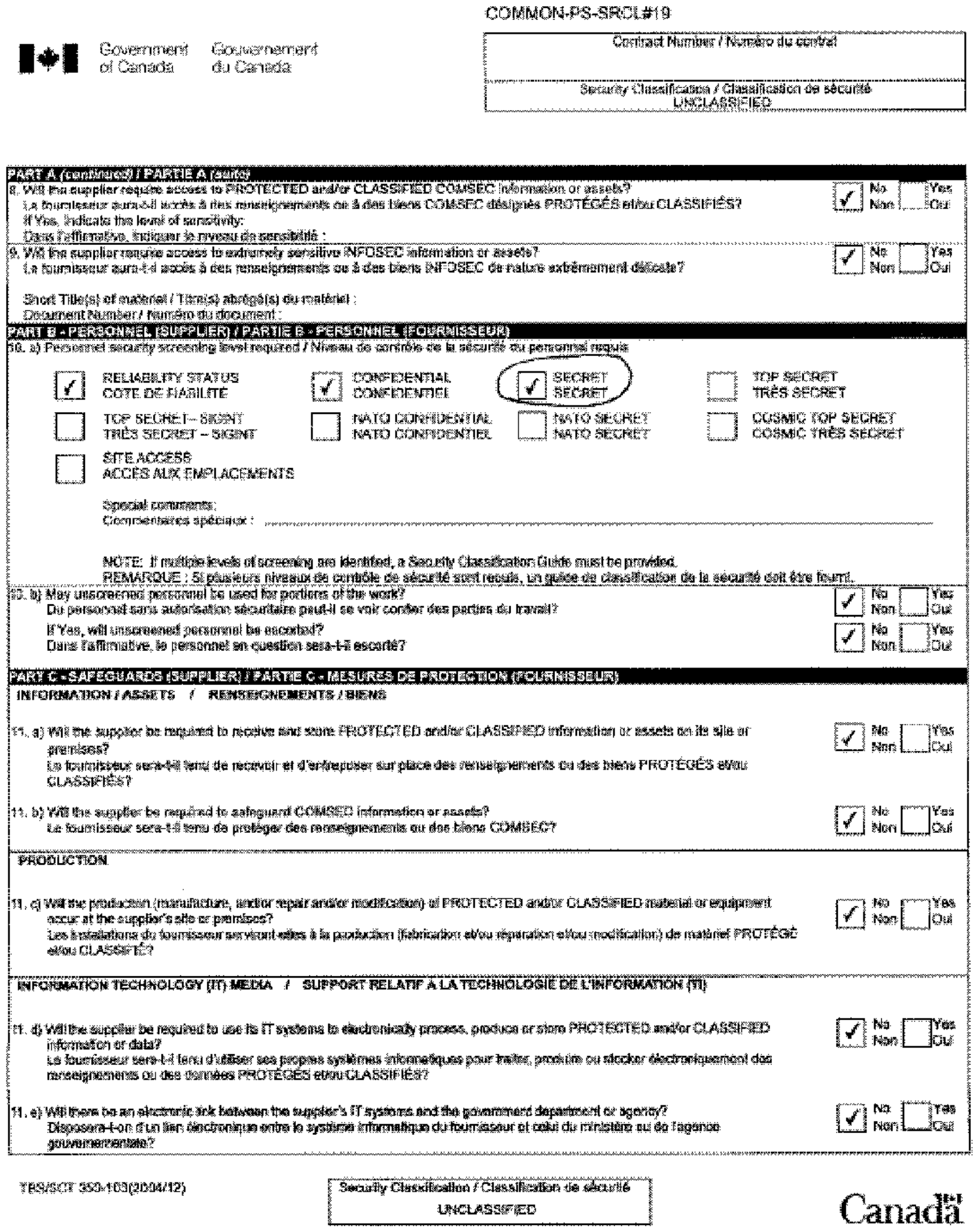
7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A ☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☑	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☑	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
La fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
☑ No / Non ☐ Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
La fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☑ CONFIDENTIAL / CONFIDENTIEL
☑ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No / Non ☐ Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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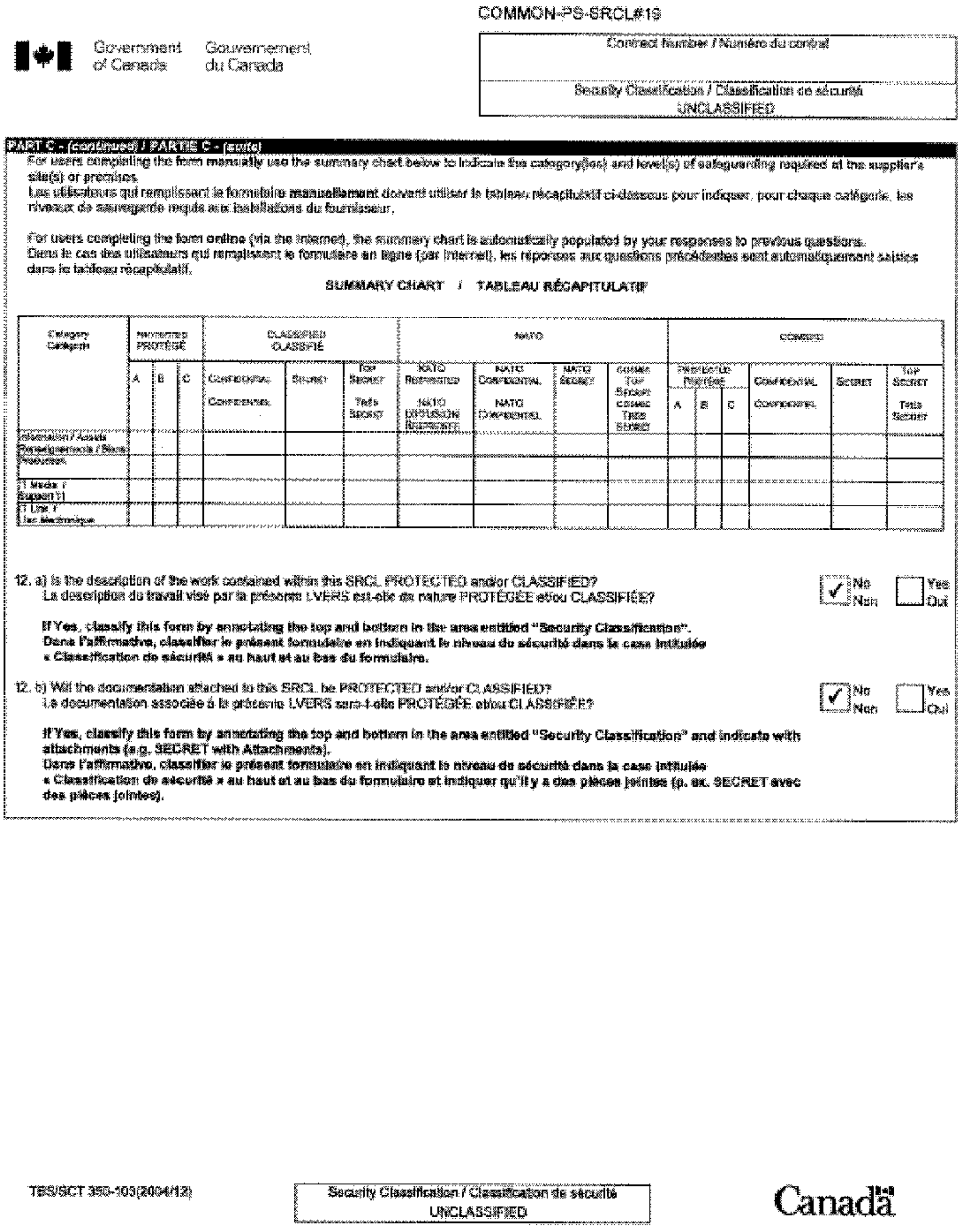
Canada



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Government of Canada Gouvernement du Canada

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UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No Non ☐ Yes Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No Non ☐ Yes Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Beverlee Casselman	Title - Titre A/Director		Signature Bev Casselman
Telephone No. - N° de téléphone 343-291-7380	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel beverlee.casselman@cbsa-asfc.gc.ca	Date MARCH 15/19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Stephanie Lafontaine	Title - Titre Team leader		Signature
Telephone No. - N° de téléphone 343 291 7776	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Stephanie.Lafontaine@CBSA-ASFC.gc.ca	Date 12.3.2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Michaud, Daniel
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques O DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques O Date: 2017.02.09 13:38:35 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

ATTACHMENT 1

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

( ) VISA Acquisition Card;
( ) MasterCard Acquisition Card;
(x) Direct Deposit (Domestic and International);
( ) Electronic Data Interchange (EDI);
( ) Wire Transfer (International Only);
( ) Large Value Transfer System (LVTS) (Over $25M)

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada	Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) **/ PARTIE 1** (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. N° de l'autorisation de tâches (AT) :	STOT No. N° de l'EDT :	Financial Coding Code financier :	Date of issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(S) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage :	n/a
Work Location(s) / Lieu(x) de travail :	

PART 2 (completed by the Contractor and/or the Technical/Project Authority) **/ PARTIE 2** (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / N° du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif

0					$0.00
0					$0.00
				Estimated Cost / Coût estimatif	**$0.00**
				Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie	$0.00
				Total Estimated Cost / Coût total estimatif	**$0.00**

Check applicable Basis of Payment / Cocher la Base de Paiement applicable : Maximum Price / Prix Maximum : ☐ Firm Price / Prix Ferme : ☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the Technical Authority, the representative from the SPMMD of CBSA and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $300,000.00. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, l'autorité technique, le représentant de la DAGBS de l'ASFC et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est $300,000.00. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Technical Authority / Nom de l'autorité technique Date

Signature

Name of Contracting Authority / Nom de l'autorité contractante Date

Signature

Name of the representative from the SPMMD of CBSA / Nom d'un représentant de la DAGBS de l'ASFC Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

APPENDIX C TO ANNEX A
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Appendix. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page or project number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

The following provides a guide as to how to complete this Appendix:

This Appendix is structured into 4 components:
1. Resource Technology and Certification Requirements;
2. Resource Mandatory Criteria;
3. Resource Point-Rated Criteria; and
4. Evaluation Grid and Weights (for Resource Point-Rated Criteria).

Draft TA preparation by CBSA:
Prior to issuing a draft TA, CBSA will complete the following elements.
1. Resource Technology and Certification Requirements, CBSA will identify:
   a. The resource category and level.
   b. Applicable technologies: these can be Essential (E) or Desirable (D). An "E" or "D" must be inserted next to the applicable technology(ies).
   c. Applicable certifications, if any: these can be Desirable (D) only. Where a certification(s) is(are) applicable, a "D" must be inserted next to the applicable Certification(s).
2. Resource Point-Rated Criteria: CBSA will identify the Rated requirements (R1-R4) applicable to the draft TA.
3. Evaluation Grid and Weights: CBSA will complete the applicable grid elements and weights.

Key boundaries:
   a. Up to the maximum number of technologies identified as Essential in the table below can be requested in a draft TA; and
   b. No more than 50% of overall weight per Rated Requirement.

Response by the Contractor:
In response, the Contractor must complete the following:
1. Resource name;
2. Responses to M1 and M2; and
3. Responses to applicable R1-R4.

Evaluation:
An example of evaluation is provided under the table below.

CHSA - Released under the Access to Information Act
AGTC - Divulgué en vertu de la Loi sur l'accès à l'information

Resource Category	Level	Total # of Technologies	Total # of Certifications*	Maximum # Technologies as Essential
A.1. Application/Software Architect	3	40	13	20
A.6 Programmer/Software Developer	2 and 3	37	10	18
A.7 Programmer/Analyst	3	37	16	18
I.2 Database Administrator	3	21	12	10
I.3 Database Analyst / IM Administrator	3	23	10	11
I.3 Database Analyst/IM Administrator (Data Engineer)	3	35	7	17
I.4 Database Modeller / IM Modeller	3	21	7	10
I.4 Database Modeller/IM Modeller (Data Architect)	3	36	14	18
I.5. IM Architect	3	33	8	16
I.5 IM Architect (Data Scientist)	3	43	10	21
I.5 IM Architect (Privacy Architect)	3	20	10	10
I.11. Technology Architect	3	36	7	18

***All Certifications must be Desirable only.**

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

EXAMPLE - EVALUATION

For this scenario, CBSA wants to request a A.6 Programmer/Software Developer - Level 2, with the following Technology and Certification requirements:

- Essential Technology Requirements (no more than 2 for this category):

(1) XML

(2) IBM Infosphere Data Architect

- Desirable Technology Requirements:

(1) IBM PureData

(2) IBM DB2 V9+

- Desirable Certification Requirement:

(1) ITIL V3 Certification

The proposed resource has 75 months experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for a Programmer/Software Developer - Level 2.

Based on the experience submitted under M1, the proposed resource has 30 months within the past 48 months of the draft TA issuance date using IBM Infosphere Data Architect.

Based on the experience submitted under M1, the proposed resource has 44 months within the past 48 months of the draft TA issuance date using XML.

The proposed resource has 18 months experience using IBM PureData.

The proposed resource has 18 months experience using IBM DB2 V9+.

The proposed resource holds the Certification ITIL V3 Certification.

For this scenario and based on the evaluation weight per criterion determined by the Client, the resource proposed by ABC Inc. would achieve a score of 76.50% and be deemed responsive.

****

Programmer/Software Developer

TA #: __X__

Contractor Name: ABC Inc.

Proposed Resource Name: John Doe

Level: ☑ 2

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ IBM InfoSphere DataStage V8+
- ☐ IBM InfoSphere Change Data Capture
- ☐ IBM InfoSphere DataStage
- ☐ IBM InfoSphere QualityStage v8.5+
- ☐ IBM InfoSphere FastTrack
- ☐ Python
- ☐ AWS
- ☐ Spark
- ☐ IBM InfoSphere Information Analyzer v8.5+
- ☐ IBM InfoSphere Metadata Workbench
- E IBM InfoSphere Data Architect
- ☐ IBM InfoSphere Information Services Director
- ☐ IBM nfoSphere DataStage and QualityStage Designer
- ☐ Java
- ☐ Azure
- ☐ Kafka
- D IBM DB2 V9+
- D IBM PureData
- ☐ SQL
- E XML
- ☐ Kimball Dimensional Methodology
- ☐ R
- ☐ Hadoop

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Analysis Professional™ (CBAP)
- ☐ IBM Certified Solution Developer - InfoSphere DataStage v9.1
- D ITIL V3+ Certification
- ☐ IBM Certified Solution Developer - InfoSphere DataStage v11.3

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	**Mandatory Criteria**	**Contractor's response**	
		Met (Yes/No)	**Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.	Yes	
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E).	Yes	

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☒	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☒	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☒	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4	X	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10	10	35%	3.5
R2	***(to be completed at tasking time)***				
	IBM Infosphere Data Architect	10	5	15%	0.75
	XML	10	10	15%	1.5
R3	***(to be completed at tasking time)***				
	IBM Pure Data	10	2	10%	0.2
	IBM DB2 V9+	10	2	10%	0.2
R4	***(to be completed at tasking time)***				
	ITIL V3 Certification	10	10	15%	1.5
Total Weight ***(must equal 100%)*** :				100%	
Total Score:**					76.50%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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A.1 Application Software Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ AWS**
- ☐ Azure*
- ☐ DevOps
- ☐ Event Driven architecture
- ☐ Extract Transform Load Frameworks
- ☐ Graph database architectures
- ☐ Hadoop***
- ☐ IBM Cognos v10+
- ☐ IBM Cognos v11+
- ☐ IBM DB2 V9+
- ☐ IBM I2
- ☐ IBM InfoSphere Change Data Capture
- ☐ IBM InfoSphere Data Architect
- ☐ IBM InfoSphere DataStage and QualityStage Designer
- ☐ IBM InfoSphere DataStage V8.5+
- ☐ IBM InfoSphere FastTrack
- ☐ IBM InfoSphere Information Analyzer v8.5+
- ☐ IBM InfoSphere Information Services Director
- ☐ IBM InfoSphere Metadata Workbench
- ☐ IBM InfoSphere QualityStage v8.5+
- ☐ IBM InfoSphere suite
- ☐ IBM PureData
- ☐ IBM SPSS Modeler v14+
- ☐ InfoSphere Business Glossary Anywhere
- ☐ Java
- ☐ Javascript
- ☐ JSON
- ☐ Kimball Dimensional Methodology
- ☐ Microsoft SQL Server
- ☐ NoSQL
- ☐ Python
- ☐ R
- ☐ SAP
- ☐ Spark
- ☐ SQL
- ☐ Stream analytics architecture
- ☐ Tableau
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue, QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Analysis Professional™ (CBAP)
- ☐ AWS Certified Solutions Architect
- ☐ Certified Scrum Master
- ☐ Tableau Desktop Certified Associate
- ☐ ITIL V3+ Certification
- ☐ Microsoft Azure Solutions Architect
- ☐ Certified Scrum Developer
- ☐ Tableau Desktop Certified Professional
- ☐ TOGAF
- ☐ Cloudera Certified Professional
- ☐ Professional Scrum Master
- ☐ Tableau Server Certified Associate
- ☐ Professional Scrum Developer

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ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	**Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4	☐	The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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A.6 Programmer/Software Developer

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 2
☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ AWS**
☐ Azure*
☐ DevOps
☐ Extract Transform Load Frameworks
☐ Hadoop***
☐ IBM Cognos v10+
☐ IBM Cognos v11+
☐ IBM DB2 V9+
☐ IBM I2
☐ IBM InfoSphere Change Data Capture
☐ IBM InfoSphere Data Architect
☐ IBM InfoSphere DataStage V8.5+
☐ IBM InfoSphere FastTrack
☐ IBM InfoSphere Information Analyzer v8.5+
☐ IBM InfoSphere Information Services Director
☐ IBM InfoSphere Metadata Workbench
☐ IBM InfoSphere QualityStage v8.5+
☐ IBM InfoSphere suite
☐ IBM nfoSphere DataStage and QualityStage Designer
☐ IBM PureData
☐ IBM SPSS Modeler v14+
☐ InfoSphere Business Glossary Anywhere
☐ Java
☐ Javascript
☐ JSON
☐ Kafka or stream analytics platforms
☐ Kimball Dimensional Methodology
☐ Microsoft SQL Server
☐ NoSQL
☐ Python
☐ R
☐ SAP
☐ Spark
☐ SQL
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Analysis Professional™ (CBAP)
☐ IBM Certified Solution Developer - InfoSphere DataStage
☐ AWS Certified Developer
☐ ITIL V3+ Certification
☐ Microsoft Certified Azure Developer
☐ Cloudera Certified Associate
☐ Certified Scrum Master
☐ Certified Scrum Developer
☐ Professional Scrum Developer
☐ Professional Scrum Master

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 5 years experience within the past 7 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 2 resource categories the requirement is as follows:** The resource must have 2 years experience within the past 4 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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I.2 Database Adminstrator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ IBM DB2 V9+
☐ Aginity Workbench
☐ Alteryx
☐ Anthos
☐ AWS**
☐ Azure*
☐ Hadoop***
☐ IBM Data Studio V4+
☐ IBM Infosphere Optim Performance Manager V4+
☐ IBM Netezza
☐ IBM PureData
☐ Kafka
☐ Spark
☐ SQL
☐ UNIX
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB
** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker
*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ IBM Certified Advanced Database Administrator - DB2 10.1+ for Linux UNIX and Windows
☐ IBM Certified Advanced Database Administrator - DB2 9.7+ for Linux, UNIX and Windows
☐ Certified Scrum Master
☐ IBM Certified Administrator - IBM PureData System for Transactions
☐ IBM Certified Application Developer - DB2 9.7+ for Linux, Unix and Windows
☐ IBM Certified Database Administrator - DB2 10.1+ for Linux, UNIX, and Windows
☐ Certified Scrum Developer
☐ IBM Certified Database Administrator - DB2 9.7+ for Linux, Unix and Windows
☐ IBM Certified Solution Developer - DB2 9.7+ SQL Procedure
☐ Professional Scrum Developer
☐ Professional Scrum Master

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2. RESOURCE MANDATORY CRITERIA

ID	**Mandatory Criteria**	**Contractor's response**	
		Met (Yes/No)	**Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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A.7 Programmer/Analyst

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ AWS**
☐ Azure*
☐ Document Database
☐ Extract Transform Load Frameworks
☐ Hadoop***
☐ IBM Cognos Administration
☐ IBM Cognos Analysis Studio
☐ IBM Cognos Business Intelligence Transformer
☐ IBM Cognos Event Studio
☐ IBM Cognos for Microsoft Office
☐ IBM Cognos Framework Manager
☐ IBM Cognos Mobile Applications
☐ IBM Cognos PowerPlay Studio
☐ IBM Cognos Report Studio
☐ IBM Cognos Software Development Kit
☐ IBM Cognos TM1
☐ IBM Cognos v10.2 +
☐ IBM Cognos v11+
☐ IBM Cognos Workspace
☐ IBM Cognos Workspace Advanced
☐ IBM I2
☐ IBM InfoSphere suit
☐ IBM SPSS Modeler v14+
☐ Java
☐ Javascript
☐ JSON
☐ Kafka or stream analytics platforms
☐ Kimball Dimensional Methodology
☐ Microsoft SQL Server
☐ MS Visio
☐ NoSQL
☐ Python
☐ R
☐ SAP
☐ Spark

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB
** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker
*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ IBM Certified Administrator - Cognos 10+ BI
☐ IBM Certified Designer - Cognos 10+ BI Multidimensional Reports
☐ IBM Certified Designer - Cognos 10 BI Multidimensional Reports
☐ AWS Certified Developer
☐ Certified Scrum Master
☐ IBM Certified Developer - Cognos 10+ BI Data Warehouses
☐ IBM Certified Developer - Cognos 10+ BI Metadata Models
☐ IBM Certified Developer - Cognos 10+ BI Scorecards
☐ Microsoft Certified Azure Developer
☐ Certified Scrum Developer
☐ IBM Certified Solution Expert - Cognos BI
☐ Certified Business Intelligence Professional
☐ Cloudera Certified Associate
☐ Professional Scrum Developer
☐ Professional Scrum Master
☐ IBM Certified Cognos 11+

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1		Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2		Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3		The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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I.3 Database Analyst/IM Administrator

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ Anthos
- ☐ AWS**
- ☐ Azure*
- ☐ ERWIN
- ☐ Extract Transform Load Frameworks
- ☐ Hadoop***
- ☐ IBM Cognos 10.2+
- ☐ IBM Cognos v11+
- ☐ IBM DB2 v9+
- ☐ IBM InfoSphere Data Architect
- ☐ IBM InfoSphere InfoAnalyser
- ☐ IBM InfoSphere Metadata Workbench
- ☐ IBM Netezza
- ☐ IBM PureData
- ☐ IBM SPSS Modeller 14+
- ☐ Kafka
- ☐ Kimball Dimensional Methodology
- ☐ MS Visio
- ☐ Spark
- ☐ SQL
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Data Architect - Big Data
- ☐ Certified Scrum Master
- ☐ Professional Scrum Developer
- ☐ IBM Certified Solution Developer - Information Analyzer v8.5+
- IBM Certified Designer - Cognos 10 BI
- ☐ IBM Certified Database Associate Certifications
- ☐ Certified Scrum Developer
- ☐ IBM Certified Solution Developer - Information Analyzer v8.5+
- ☐ IBM Certified Database Associate Certifications
- ☐ Professional Scrum Master

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	**Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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[illegible] - Divulgation en vertu de la Loi sur l'accès à l'information

I.3 Database Analyst/IM Administrator (Data Engineer)

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ Anthos
- ☐ Archimate
- ☐ AWS**
- ☐ Azure*
- ☐ Cognos v10+
- ☐ Cognos v11+
- ☐ Event Driven architecture
- ☐ Extract Transform Load Frameworks
- ☐ Graph database architectures
- ☐ Hadoop***
- ☐ IBM Cognos Administration
- ☐ IBM Cognos Business Intelligence Transformer
- ☐ IBM Cognos Framework Manager
- ☐ IBM Cognos PowerPlay Studio
- ☐ IBM Cognos Software Development Kit
- ☐ IBM DB2
- ☐ IBM I2
- ☐ IBM InfoSphere Change Data Capture
- ☐ IBM Infosphere Data Architect
- ☐ IBM Infosphere Suite
- ☐ IBM PureData
- ☐ IBM SPSS Modeler Server
- ☐ IBM SPSS V14+
- ☐ JSON
- ☐ Kafka
- ☐ Microsoft SQL Server
- ☐ MongoDB
- ☐ Python
- ☐ R
- ☐ SAP
- ☐ Spark
- ☐ SQL
- ☐ Stream analytics architecture

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ Certified Scrum Master
- ☐ Graduation with a degree from a recognized post-secondary university institution with acceptable specialization in Economics, Sociology or Statistics
- ☐ SAS Certified Data Scientist Using SAS 9
- ☐ Professional Scrum Master
- ☐ Microsoft Certified Solutions Expert (MCSE)
- ☐ TOGAF

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience **(Bidders to insert cross reference to assigned resource project reference number(s))**
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score**:					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

I.4 Database Modeller / IM Modeller

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ Anthos
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Extract Transform Load Frameworks
☐ Hadoop***
☐ IBM Cognos v10+
☐ IBM Cognos v11+
☐ IBM Data Studio V4+
☐ IBM DB2 V9+
☐ IBM Infosphere Data Architect
☐ IBM Infosphere Suite
☐ IBM PureData
☐ JSON
☐ Kimball Dimensional Methodology
☐ MS Visio
☐ SAP
☐ SQL
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ Certified Scrum Master
☐ Professional Scrum Developer
☐ IBM Certified Data Architect - Big Data
☐ Certified Scrum Developer
☐ ITIL V3+ Certification
☐ Professional Scrum Master

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2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Contractor's response	
		Met (Yes/No)	Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Contractor's response
					Demonstrated Experience (Contractors to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

I.4 Database Modeler/IM Modeler (Data Architect)

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ Anthos
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Data Warehouse technologies
☐ Event Driven architecture
☐ Extract Transform Load Frameworks
☐ Graph database architectures
☐ Hadoop***
☐ JSON
☐ IBM Cognos v10+
☐ IBM Cognos v11+
☐ IBM Data Studio V4+
☐ IBM I2
☐ IBM Infosphere Data Architect
☐ IBM InfoSphere DataStage and QualityStage Designer
☐ IBM InfoSphere DataStage®
☐ IBM InfoSphere Information Analyzer
☐ IBM InfoSphere Information Governance Catalog
☐ IBM InfoSphere Information Server for Data Integration
☐ IBM InfoSphere Information Server for Data Quality
☐ IBM InfoSphere QualityStage®
☐ IBM Infosphere Suite
☐ IBM PureData
☐ IBM SPSS Modeler v14+
☐ Python
☐ Kafka
☐ Kimball Dimensional Methodology
☐ Qualiware
☐ Spark
☐ SQL
☐ Stream analytics architectu
☐ Tableau
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certification of The Open Group Architecture Framework (TOGAF)
☐ DAMA certifications
☐ Certified Scrum Master
☐ Professional Scrum Developer
☐ ICCP – Institute for Certification of Computing Professionals
☐ IBM Certified Data Architect – Big Data
☐ Certified Scrum Developer
☐ Microsoft Certified Solutions Expert (MCSE)
☐ Amazon Web Services (AWS) Certified Big Data – Specialty
☐ SAS Certified Big Data Professional
☐ Professional Scrum Master

CHSA - Released under the Access to Information Act
AGTC - Divulgué en vertu de la Loi sur l'accès à l'information

☐ Tableau Desktop Certified Associate ☐ Tableau Desktop Certified Professional ☐ Tableau Server Certified Associate

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		Max Points	Points Achieved by Contractor (A)	Evaluation Weight (B) *(to be completed at tasking time)*	Weighted Result (A x B)
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

I.5 IM Architect

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ Anthos
- ☐ Archimate
- ☐ AWS**
- ☐ Azure*
- ☐ CA Erwin Data Modeler V9+
- ☐ Data Warehouse technologies
- ☐ Hadoop***
- ☐ IBM Cognos for Microsoft Office
- ☐ IBM Cognos V10+
- ☐ IBM Cognos v11+
- ☐ IBM Data Studio V4+
- ☐ IBM DB2 V9+
- ☐ IBM I2
- ☐ IBM InforSphere Information Server for Data Integration
- ☐ IBM InforSphere Information Server for Data Quality
- ☐ IBM Infosphere Data Architect
- ☐ IBM InfoSphere Information Analyzer
- ☐ IBM InfoSphere Information Governance Catalog
- ☐ IBM Infosphere Suite
- ☐ IBM PureData
- ☐ IBM SPSS Modeler V14+
- ☐ JSON
- ☐ Kimball Dimensional Methodology
- ☐ MS Office Suite (Word, Excel, PowerPoint)
- ☐ MS Visio
- ☐ Python
- ☐ R
- ☐ Spark
- ☐ SQL
- ☐ Tableau
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ Certified Scrum Master
- ☐ Tableau Desktop Certified Associate
- ☐ Certified Business Analysis Professional™ (CBAP)
- ☐ Professional Scrum Master
- ☐ Tableau Desktop Certified Professional
- ☐ TOGAF
- ☐ Tableau Server Certified Associate

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgé en vertu de la Loi sur l'accès à l'information

I.5 IM Architect (Data Scientist)

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Aginity Workbench
☐ Alteryx
☐ Anthos
☐ ArcGIS
☐ Artificial Intelligence technologies
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Data Warehouse technologies
☐ OpenSource Analytics
☐ Event Driven architecture
☐ Extract Transform Load Frameworks
☐ Graph database architectures
☐ Hadoop***
☐ IBM Cognos V10+
☐ IBM Cognos v11+
☐ IBM Data Studio V4+
☐ IBM I2
☐ IBM InfoSphere Information Analyzer
☐ IBM InfoSphere Information Governance Catalog
☐ IBM InfoSphere Information Server for Data Integration
☐ IBM InfoSphere Information Server for Data Quality
☐ IBM Infosphere Data Architect
☐ IBM Infosphere Suite
☐ IBM PureData
☐ IBM SPSS Modeler v14+
☐ Java
☐ JSON
☐ Kafka
☐ Keras
☐ Kimball Dimensional Methodology
☐ Machine Learning
☐ PowerBI
☐ Python
☐ Pytorch
☐ Qualiware
☐ R
☐ Spark
☐ SQL
☐ Stream analytics architecture
☐ Tableau
☐ Tenserflow
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB
** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker
*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certified Business Intelligence Professional (CBIP)
☐ Certified Analytics Professional (CAP)
☐ Certified Scrum Master
☐ Tableau Desktop Certified Associate
☐ SAS Certified Data Scientist Using SAS 9
☐ Professional Scrum Master
☐ Tableau Desktop Certified Professional
☐ Microsoft Certified Solutions Expert (MCSE)
☐ TOGAF
☐ Tableau Server Certified Associate

[illegible] - Released under the Access to Information Act
[illegible] - Divulgé en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B)** ***(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

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I.5 IM Architect (Privacy Architect)

TA #: _____

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

☐ Archimate
☐ AWS**
☐ Azure*
☐ CA Erwin Data Modeler V9+
☐ Hadoop***
☐ IBM Cognos V10+
☐ IBM Data Studio V4+
☐ IBM Infosphere Data Architect
☐ IBM InfoSphere Information Governance Catalog
☐ IBM InfoSphere Information Server for Data Integration
☐ IBM InfoSphere Information Server for Data Quality
☐ IBM PureData
☐ Kafka
☐ Kimball Dimensional Methodology
☐ MS Office Suite (Word, Excel, PowerPoint)
☐ MS Visio
☐ Qualiware
☐ Spark
☐ SQL
☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue, QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

☐ Certification of The Open Group Architecture Framework (TOGAF)
☐ DAMA certifications
☐ SAS Certified Big Data Professional
☐ Professional Scrum Master
☐ ICCP – Institute for Certification of Computing Professionals
☐ IBM Certified Data Architect – Big Data
☐ TOGAF
☐ Amazon Web Services (AWS) Certified Big Data – Specialty
☐ Microsoft Certified Solutions Expert (MCSE)
☐ Certified Scrum Master

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

ID	Mandatory Criteria	Bidder's response	
		Met (Yes/No)	**Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))**
M1	The Contractor must demonstrate that the proposed resource has the minimum number of years of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 10 years experience within the past 15 years of the draft TA issuance date executing at least 60% of the tasks enumerated at Article 3 of Annex A for the specific resource category identified in the draft TA.		
M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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ASFC - Divulgé en vertu de la Loi sur l'accès à l'information

3. RESOURCE POINT-RATED CRITERIA

ID	Applicable or not? *(Client to insert "X" in boxes for the criteria that apply)*	Point Rated Criteria	Max Points	Point Allocation Grid	Bidder's response
					Demonstrated Experience (Bidders to insert cross reference to assigned resource project reference number(s))
R1	☐	Points will be awarded for experience over and above the required in M1.	**10**	**For Level 2 Resource:** 5+ to 6 years = 5 points 6+ years = 10 points **For Level 3 Resource:** 10+ to 11 years = 2 points 11+ to 12 years = 4 points 12+ to 13 years = 6 points 13 + to 14 years = 8 points 14+ years = 10 points	
R2	☐	Points will be awarded for experience over and above the required in M2.	**10 per element***	**For each Element:** **For Level 2 Resource:** 2+ to 3 years = 5 points 3+ years = 10 points **For Level 3 Resource:** 4+ to 5 years =3 points 5+ to 6 years = 7 points 6+ years = 10 points	
R3	☐	The Contractor should demonstrate that the proposed resource has experience in each of the Technology (Element) identified as Desirable ("D").	**10 per element***	**For each Element:** 0 to 1 year = 0 points 1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ to 4 years = 6 points 4+ to 5 years = 8 points 5+ years = 10 points	

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R4		The Contractor should demonstrate that the proposed resource holds the Certification(s) (Element) identified as Desirable ("D").	**10 per element***	The proposed resource is a holder of the certification = 10 points	

*Evaluation Weights (for R1 to R4) are identified at time of issuance of a draft TA and accompanies each TA:

4. EVALUATION GRID AND WEIGHTS

ID		**Max Points**	**Points Achieved by Contractor (A)**	**Evaluation Weight (B) *(to be completed at tasking time)***	**Weighted Result (A x B)**
R1		10			0
R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

I.11 Technology Architect

TA #: ______

Contractor Name: ____________________ Proposed Resource Name: ______________________

Level: ☐ 3

1. RESOURCE TECHNOLOGY AND CERTIFICATION REQUIREMENTS

RESOURCE ESSENTIAL (E) DESIRABLE (D) TECHNOLOGY REQUIREMENT(S)

- ☐ Aginity Workbench
- ☐ Alteryx
- ☐ Anthos
- ☐ Archimate
- ☐ AWS**
- ☐ Azure*
- ☐ CA Erwin Data Modeler V9+
- ☐ Data Warehouse technologies
- ☐ Entity Relationship Modelling
- ☐ Event Driven architecture
- ☐ Extract Transform Load Frameworks
- ☐ Graph database architectures
- ☐ Hadoop***
- ☐ IBM Cognos
- ☐ IBM Data Studio v4+
- ☐ IBM DB2
- ☐ IBM I2
- ☐ IBM InfoSphere Change Data Capture
- ☐ IBM InfoSphere Data Architect
- ☐ IBM InfoSphere DataStage and QualityStage Designer
- ☐ IBM InfoSphere DataStage V8.5+
- ☐ IBM InfoSphere FastTrack
- ☐ IBM InfoSphere Information Analyzer v8.5+
- ☐ IBM InfoSphere Information Governance Catalog
- ☐ IBM InfoSphere Information Server for Data Quality
- ☐ IBM InfoSphere Information Services Director
- ☐ IBM InfoSphere Metadata Workbench
- ☐ IBM InfoSphere QualityStage v8.5+
- ☐ IBM InfoSphere Suite****
- ☐ IBM PureData
- ☐ IBM SPSS Modeler v14+
- ☐ Kimball Dimensional Methodology
- ☐ Master Data Management
- ☐ SQL
- ☐ Stream analytics architecture
- ☐ XML

* SQL Data Warehouse, Databricks, HDInsight, Event Hubs, PowerBI, SQL Server, Data Factory, Stream Analytics, or CosmosDB

** RDS, Redshift, Kinesis, Lambda, Firehose, EMR, DynamoDB, Glue. QuickSight, or Sagemaker

*** Apache, MapReduce, Hbase, oozie, Flume, MongoDB, Cassandra, or Pig

**** IBM InfoSphere DataStage®, IBM InfoSphere QualityStage®, IBM InfoSphere DataStage and QualityStage Designer, IBM InfoSphere Information Analyzer or IBM InfoSphere Information Governance Catalog

RESOURCE DESIRABLE (D) CERTIFICATION REQUIREMENT(S)

- ☐ Certified Business Intelligence Professional (CBIP)
- ☐ IBM Certified Database Associate Certifications
- ☐ Professional Scrum Master
- ☐ IBM Certified Data Architect - Big Data
- ☐ TOGAF
- ☐ IBM Certified Solution Developer - Information Analyzer V8.5+
- ☐ Certified Scrum Master

DHSA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information

2. RESOURCE MANDATORY CRITERIA

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M2	The Contractor must demonstrate that the proposed resource's experience submitted under M1 includes the minimum number of months of experience specified below: **For Level 3 resource categories the requirement is as follows:** The resource must have 4 years experience within the past 8 years of the draft TA issuance date using the technology(ies) identified as Essential (E).		

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[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information

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R2	***(to be completed at tasking time)***				
	Element 1	10			0
	Element 2	10			0
	Etc.	10			0
R3	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
R4	***(to be completed at tasking time)***				
	Element 1	10			0
	Etc.	10			0
Total Weight ***(must equal 100%)*** :				0%	
Total Score:**					0%

**Each proposed resource must meet the minimum pass mark of 70% to be deemed responsive.

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet
TBIPS IT - Workstream 1

Contract No. - N° du contrat
47060-197627/004/EL

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
1000337627

Date
2021-11-10

Requisition Reference No. - N° de la demande
47060-197627

File No. - N° de dossier
641el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Comments - Commentaires

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Address Enquiries to: - Adresser toutes questions à:
Michaud(el div.), Daniel

Buyer Id - Id de l'acheteur
641el

Telephone No. - N° de téléphone
(613) 858-8483 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$5,850,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

Contract No. - N° du contrat	Amd No. - N° de la modif.	Buyer ID - Id de l'acheteur
47060-197627/004/EL	001	641el

Contract Amendment 001 is raised to:

1. Update the Security Requirement clause; and
2. Update Security Requirement Check List (SRCL) Annex C.

---

1. At clause 1.5 Security Requirement of the resulting contract

DELETE: in its entirety

INSERT:

1.5 Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement EN578-170432/321/EI, applies to and forms part of the Contract.

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid facility security clearance at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status or secret** as required, granted or approved by the CSP, PWGSC
3. The contractor/offeror **must not** remove any **protected/classified** information from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
    1. Security Requirements Check List and security guide (if applicable), attached at Annex A.
    2. Contract Security Manual (latest edition).
6. ADDITIONAL SECURITY REQUIREMENT:

    (i) The Canada Border Services Agency will conduct its own personnel Reliability Status assessment on the recommended Contractor and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

    (ii) For each proposed resource, the recommended Contractor must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf) upon request of the Contracting Authority prior to Contract Award.

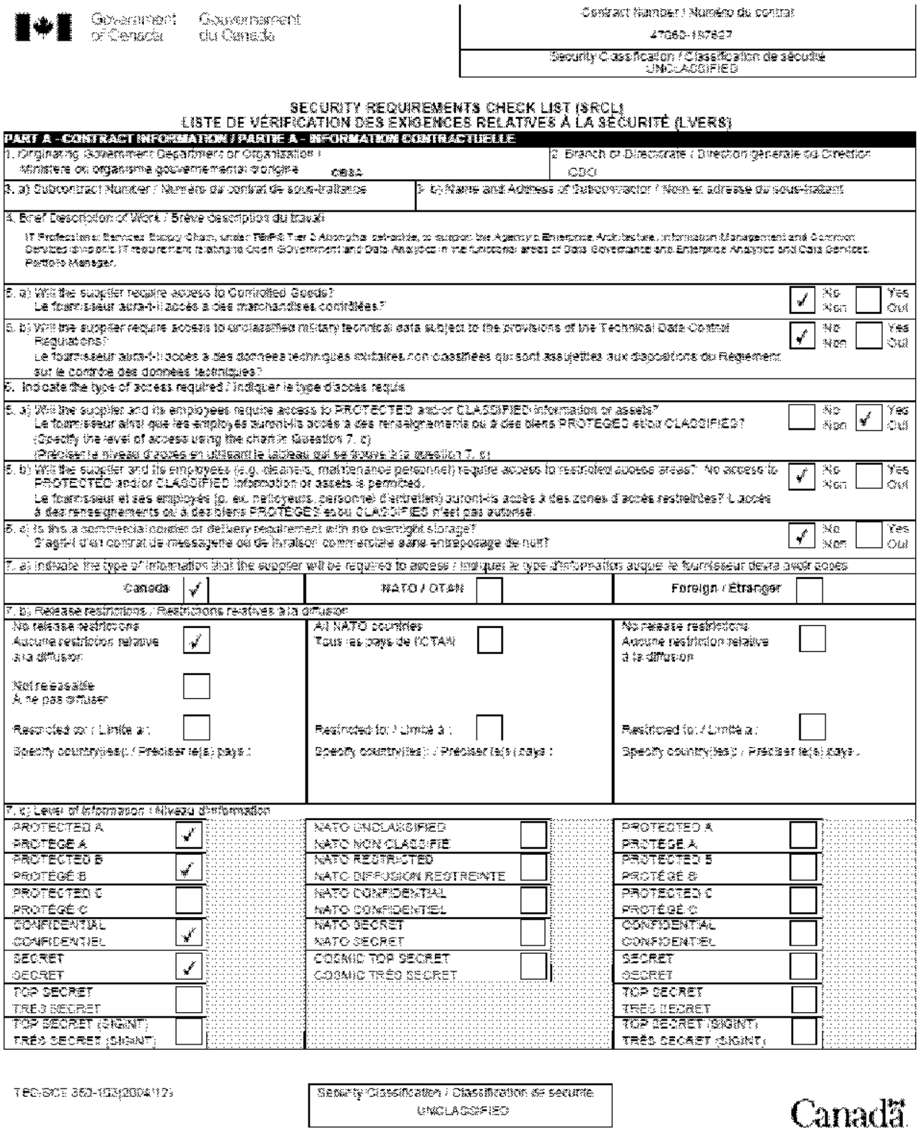
    (iii) Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the recommended Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended

Contractor (specifically the Contractor personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

(iv) In the event the recommended Contractor (specifically the Contractor personnel) does not pass the security screening process required by the CBSA, the said Contractor's proposal will be considered non-responsive and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met

(v) Contractor personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information\assets are kept.

2. ANNEX C – SECURITY REQUIREMENT CHECK LIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
47060-197627

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA

2. Branch or Directorate / Direction générale ou Direction: CDO

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

IT Professional Services Supply Chain, under TBIPS Tier 2 Aboriginal set-aside, to support the Agency's Enterprise Architecture, Information Management and Common Services division. IT requirement relating to Open Government and Data Analytics in the functional areas of Data Governance and Enterprise Analytics and Data Services: Portfolio Manager.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
☑	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada		NATO / OTAN		Foreign / Étranger	
PROTECTED A PROTÉGÉ A	☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	☐	PROTECTED A PROTÉGÉ A	☐
PROTECTED B PROTÉGÉ B	☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE	☐	PROTECTED B PROTÉGÉ B	☐
PROTECTED C PROTÉGÉ C	☐	NATO CONFIDENTIAL NATO CONFIDENTIEL	☐	PROTECTED C PROTÉGÉ C	☐
CONFIDENTIAL CONFIDENTIEL	☑	NATO SECRET NATO SECRET	☐	CONFIDENTIAL CONFIDENTIEL	☐
SECRET SECRET	☑	COSMIC TOP SECRET COSMIC TRÈS SECRET	☐	SECRET SECRET	☐
TOP SECRET TRÈS SECRET	☐			TOP SECRET TRÈS SECRET	☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
47060-197627

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
☑ No / Non ☐ Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☐ CONFIDENTIAL / CONFIDENTIEL
☑ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux : ______________________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No / Non ☐ Yes / Oui

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
47060-197627

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

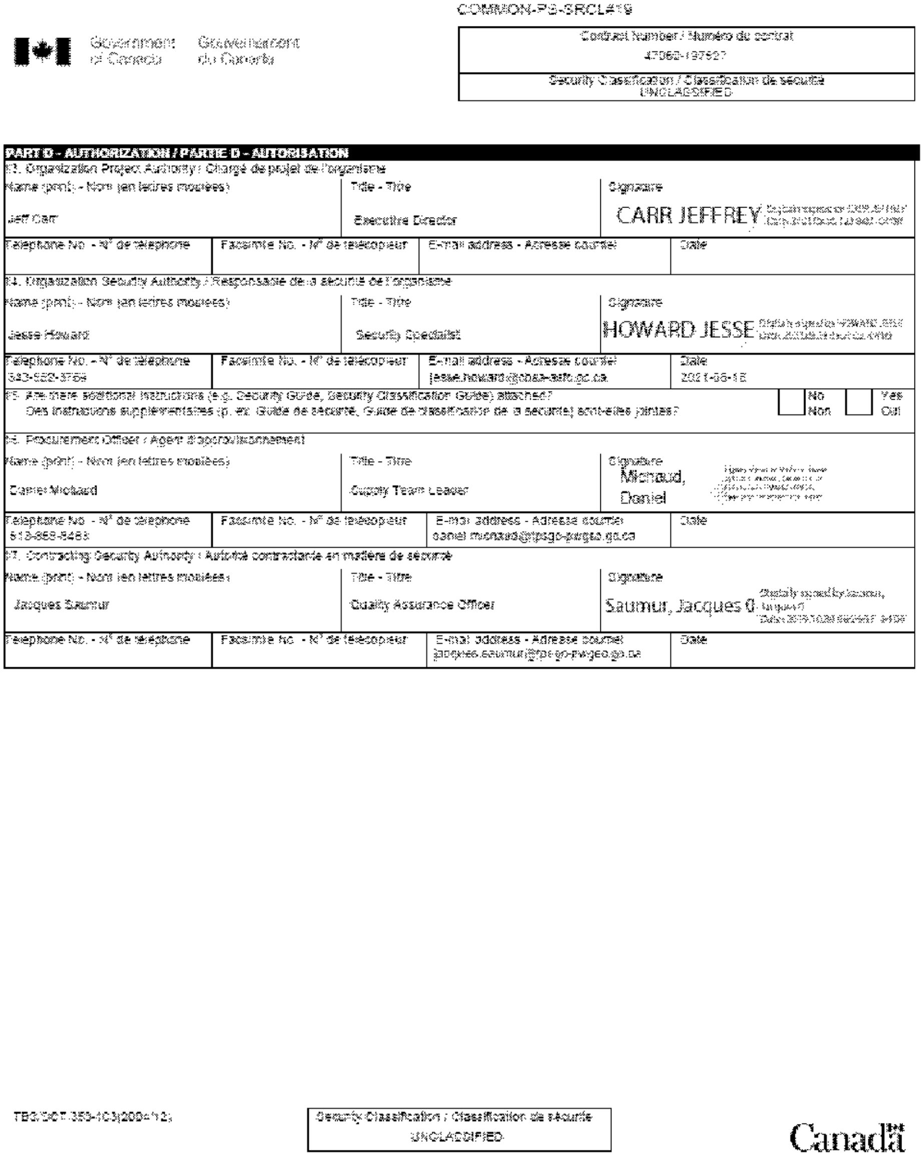
Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
47060-197627

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Jeff Carr	Title - Titre Executive Director	Signature CARR JEFFREY

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Jesse Howard	Title - Titre Security Specialist	Signature HOWARD JESSE

Telephone No. - N° de téléphone 343-552-3764	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jesse.howard@cbsa-asfc.gc.ca	Date 2021-05-18

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Daniel Michaud	Title - Titre Supply Team Leader	Signature Michaud, Daniel

Telephone No. - N° de téléphone 613-858-5483	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel daniel.michaud@tpsgc-pwgsc.gc.ca	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur	Title - Titre Quality Assurance Officer	Signature Saumur, Jacques

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN THE SAME.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet
TBIPS IT - Workstream 1

Contract No. - N° du contrat
47060-197627/004/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000337627

Date
2022-08-29

Requisition Reference No. - N° de la demande
47060-197627

File No. - N° de dossier
618el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Address Enquiries to: - Adresser toutes questions à:
Cornelisse, Alexander

Buyer Id - Id de l'acheteur
618el

Telephone No. - N° de téléphone
(873) 354-8817 (   )

FAX No. - N° de FAX
(   )   -

Increase (Decrease) - Augmentation (Diminution)
$3,150,000.00

Revised estimated cost
Coût révisé estimatif
$9,000,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

DRAFT - PROJET
CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Date: 2022.08.29 09:03:46 -04'00'
Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS IT - Workstream 1

Contract No. - N° du contrat
47060-197627/004/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000337627

Date

Requisition Reference No. - N° de la demande
47060-197627

File No. - N° de dossier
618el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
TECHNOLOGY / TECHNOLOGIE
NC REGION
Ottawa ON

Address Enquiries to: - Adresser toutes questions à:
Cornelisse, Alexander

Buyer Id - Id de l'acheteur
618el

Telephone No. - N° de téléphone
(873) 354-8817 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$3,150,000.00

Revised estimated cost
Coût révisé estimatif
$9,000,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

[illegible] under the Access to Information Act
ASTC - Divulgation en vertu de la loi sur l'Accès à l'information.

AMENDMENT 002

This amendment is hereby raised to make the following changes:

1. AT Page 1 of the Contract, Total Estimated Cost:

DELETE: $ 5,850,000.00
INSERT: $ 9,000,000.00

2. AT CLAUSE 1.7 Contract Period subsection (b) Option to Extend the Contract:

DELETE: In it's entirety;

INSERT:

1.7 Contract Period

(b) **Option to Extend the Contract:**

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **one (1) additional two (2) year period** under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

3. AT CLAUSE 1.8 Authorities subsection (c) Contractor's Representative:

DELETE: In it's entirety;

INSERT:

1.8 Authorities

(c) Contractor's Representative

Sr. Account Executive

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

Canada Border Services Agency | Agence des services frontaliers du Canada

Purchasing Office – Bureau des Achats

Canada Border Services Agency /
Agence des services frontaliers du Canada
355 North River Road
17th Floor/17ième étage
Ottawa, Ontario
K1A 0L8

Title / Sujet
TBIPS SA - Stream 6: Cyber Protection Services: C.3. IT Security TRA and C&A Analyst Level 3

Contract No. – No du contrat 2019001032	**Amendment No. – No de la modification** 1
June 11th, 2020	

Contract Amendment – Modification au Contrat

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente révisé sauf indication contraire, les modalités du contrat demeurent les mêmes.

F.O.B. – F.A.B.
Destination of Goods, Services, And Construction:
Destination des biens, services et construction :

As per Original Contract

Invoices to be sent to:
Factures – Envoyer à :
vendors-fournisseurs@cbsa-asfc.gc.ca

The Vendor/Firm hereby accepts/acknowledges this contract.

Le fournisseur/entrepreneur accepte/accuse réception du présent contrat.

[redacted] July 02/2020
Date

Name, title of person authorized to sign (type or print)
[redacted] **utorisé (caractère d'impression)**

HR Manager

Contracting Authority: - Autorité contractante :

Joshua Knox

Telephone No. – No de téléphone 343-551-6911	**Fax No. – No de télécopieur**

Previous Total Cost (GST incl.) / Coût total antérieur (tax incl.) $400,000.00	**Currency Type – Genre de devise** CAD
Amendment Value (GST incl.) / Valeur de la modification (tax incl.) $226,000.00	
Revised Value (GST incl.) / Valeur révisée (tax incl.) $626,000.00	

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Maplesoft Consulting Inc.
Suite 702, 1545 Carling Ave.
Ottawa, Ontario
K1Z 8P9

Signed for the President by / Signé pour le Président par

Signature Date
Michel Derouin
Manager / SPD
Canada Border Services Agency

DEROUIN MICHEL
Digitally signed by DEROUIN MICHEL
DN: C=ca, O=gc, OU=ccra-adrc, OU=PERSONNEL, CN=DEROUIN MICHEL + SERIALNUMBER=2015286231103657
Reason: I am the author of this document
Location: your signing location here
Date: 2020-06-29 07:40:47
Foxit PhantomPDF Version: 9.7.0

This amendment is raised to:

1. Extend the contract end date to July 19th, 2021;
2. Replace the Contracting Authority
3. Increase the limitation of expenditure;
4. Update Annex A to reflect the new working level of effort.

**Please note that this contract amendment/extension is being raised to ensure the continuity of the services for the Department/Agency until the Contract will be Awarded. In signing this Contract amendment the contractor acknowledge & agree with the Department/Agency intent to maybe terminate by mutual consent without claims or penalties from both parties at an earlier date then indicated in this present amendment. If this termination by mutual consent is exercise the contracting authority will inform the Contractor/Company representative in writing 10 days before this termination becomes effective.

1) **At Clause 1.6: Contract Period**

Delete: in its entirety

Insert:

1.6.1 **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

i. The "**Contract Period**", which begins on contract award date to July 19th, 2021.

2) **At Clause 1.7: Authorities**

Delete (a) in its entirety

Insert:

The Contracting Authority for the Contract is:

Name: Joshua Knox
Title: Procurement Officer
Organization: Canada Border Services Agency
Address: 355 North River Road, 17th Floor, Ottawa, Ontario, K1A 0L8
Telephone: (343) 551-6911
Email address: Joshua.knox@cbsa-asfc.gc.ca

3) **At Clause 1.9: Payment**

Delete (a) (i) in its entirety

Insert:
One or more of the basis of payment options below will be specified in the TA:

i. **Professional Services provided under a Task Authorization with a Limitation of Expenditure:** For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex C, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Maximum Estimated Cost: $626,000.00

Delete (a) (ii) in its entirety

Insert:

[illegible] under the Access to Information Act,
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

GST/HST: Estimated Cost: $72,017.70

4) At ANNEX C: Basis of Payment

Delete 1.0 in its entirety

Insert:
1.0 The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

The Contractor will be paid as specified below for work performed in accordance with the Contract.

Category of personnel and level	Firm all-inclusive per diem rate (GST/HST extra)
C.3. IT Security TRA and C&A Analyst Level 3	$849.00

While the estimated number of resources is five (5), this may fluctuate up or down depending on operational requirements, the number of engagements running concurrently and the complexity of the engagements.

1.1 Definition of a Day/Proration:
A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked X applicable firm per diem rate}}{\text{7.5 hours}}$$

(i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
(iii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to terms of payment.

1.2 GST/HST

(a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
(b) The estimated HST is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.
(c) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.
(d) The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as and when requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

CBSA - Disclosed under the Access to Information Act
ASFC - Divulgation en vertu de la loi sur l'Accès à l'information.

Canada Border Services Agency | Agence des services frontaliers du Canada

TASK AUTHORIZATION

Contractor: Maplesoft Consulting Inc.	Contract Number: 2019001032
Requisition Number: 1000337759	Financial Coding: 191030030
Task Number: 2019001032 Amendment #1	Date: June 9th, 2020

TA Request

1) Extend end date from July 19th, 2020 to July 20th, 2021
2) Add days to resource at : diem rate
3) Increase total cost from $353,982.30 to $553,982.30 (all applicable taxes extra).

Description of Work to be Performed:

Statement of Work

Work to be Performed in accordance with Annex A (Statement of Work) as per attached.

2. PERIOD OF SERVICES estimated:	From:	July 20th, 2020	To:	July 19th, 2021
3. Work Location	333 North River Road , Vanier Towers , Ottawa , Ontario			
4. Travel Requirements	☐ Yes ☒ No Specify:			
5. Other Conditions /Restraints	As per the contract			
6. Task Proposal	Estimated Cost ☒	Fixed Price	$553,982.30 + HST	

7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL

☐ Reliability Status ☒ Secret ☐ Top Secret ☐ Other

TA Proposal

8. Estimated Cost Contract

Category (Level) and Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Total cost
IT Security TRA and C&A Analyst Level 3 – Wendy Daniel	Common PS SRCL #19		$200,000.00
Professional services estimated cost		Total	$200,000.00
		HST	$ 26,000.00
		Grand Total	$226,000.00

TA Approval

9. Signing Authorities

Name & Title of Individual Authorized to Sign on behalf of the Contractor (print)	Signature	Date July 02/2020
Name & Title of Individual Authorized to Sign as the Technical Authority (print)	Signature Lee Ross	Date June 29 2020
Name & Title of Individual Authorized to Sign as the Contracting Authority (print)	Signature	Date

10. Basis of Payment & Invoicing

In Accordance with the article entitled "Basis of Payment" in the Contract.
Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the grand total.
Original invoices shall be sent to the Project/Technical Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority.

ANNEX A - STATEMENT OF WORK

1. TITLE

Canada border Services Agency has a requirement for one Senior Information Technology (IT) Security Threat Risk Assessment (TRA) and Security Assessment and Authorization (SA&A) analysts to support business operation and productivity.

2. BACKGROUND

IT Security and Continuity Division (ITSCD) of the Canada Border Services of Canada (CBSA) is responsible for the IT SA&A of the IT management, technical and operational security controls required to protect CBSA's IT infrastructure and the data being processed on that infrastructure.

3. OBJECTIVE

The objective of this project is to support the CBSA's business operations and productivity through the application of ITSCD security risk management services that includes the SA&A of existing and future CBSA IT solutions. The SA&A services will be applied to user and network level IT solutions ranging from individual workstations and applications to enterprise level IT services.

4. SCOPE

The Contractor must undertake tasks that will range from assessing and authorizing single purpose IT devices and applications to enterprise level IT solutions. The IT security assessment and authorization services will consist of completing individual IT security threat assessments to preparing complete IT security assessment and authorization packages containing numerous IT security artifacts. The urgent nature of various IT security SA&A activities will involve short notice tasking with quick response deliverables.

5. TASKS

The Contractor must:

- Attend a kick-off meeting with the CBSA Technical Authority to discuss the objectives and requirements;
- Provide advice and guidance in a meeting discussion forum regarding IT security topics;
- Conduct IT security assessment and authorization (SA&A) services. SA&A services will include the analysis of systems threats, vulnerabilities, existing security safeguards and the preparation of multiple IT security artifacts and SA&A packages;
    - As a tool to differentiate the level of effort between the complexity of conducting SA&A for various systems (i.e. single application versus a large enterprise network), the following categories are provided:
        - Simple
        - Moderate
        - Complex
- Assess IT solutions;
- Apply IT security risk management processes to CBSA IT solutions;

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

- Perform SA&A activities adhering to Communication Security Establishment Canada (CSEC) methodology and terminology as defined in CSEC Information Technology Security Guidance, Guide to Managing Security Risks from Using Information Systems (ITSG-33);
- Gather IT security artifacts and prepare SA&A package;
- Evaluate and recommend IT products and related IT security baseline configurations based on the Government of Canada (GC) and the CBSA policy and standards, and industry best practices;
- Conduct oral presentations and briefings to the ITSCD management and the CBSA senior management;

6. DELIVERABLES AND ASSOCIATED SCHEDULE

Deliverables to be produced as well as the associated schedule.

Deliverables	**Schedule**
CBSA SA&A IT Security Strategy document to be delivered in MS Word format.	Within 20 business days from date of kick-off meeting.
IT Security Strategy Plan of Action and Milestones document for tasks designated by the CBSA Technical Authority.	Scheduling as defined in the approved CBSA Task Authorization Request based on the complexity categories described below. As a tool to differentiate the level of effort between the complexity of each task, the following complexity categories are provided: ➢ Simple - Level of Effort 1-10 days ➢ Moderate - Level of Effort 11-30 days ➢ Complex - Level of Effort 31-90 days
SA&A IT security risk management artifacts: • Functional Security Requirements (FSR) matrix to be delivered in MS Word format • Threat Assessment (TA) report to be delivered in MS Word format • Vulnerability Assessment (VA) report to be delivered in MS Word format • Technical Security Reviews (TSR) report to be delivered in MS Word format • Threat and Risk Assessments (TRA) report to be	Scheduling as defined in the approved CBSA Task Authorization Request based on the complexity categories: ➢ Simple - Level of Effort 1-10 days ➢ Moderate - Level of Effort 11-30 days ➢ Complex - Level of Effort 31-90 days

delivered in MS Word format • Technical Security Review (TSR) report to be delivered in MS Word format • TRA Plan of Action and Milestones document to be delivered in MS Word format • IT Security Assessment Plan document to be delivered in MS Word format • IT security assessment/certification letter • IT security authorization/accreditation letter • System IT Security Concept of Operations (CONOPS) document to be delivered in MS Word format	
IT Security Impact Analysis Reports to be delivered in MS Word format.	Within 5 business days from CBSA Technical Authority tasking.
Briefing Notes (BN) to be delivered in MS Word format.	Within 5 business days from CBSA Technical Authority tasking.

All deliverables must be provided in conformance with CBSA's standard desktop operating software which is Microsoft Office Suite (including Word, Excel, Visio and PowerPoint) in English.

All deliverables must be initially provided in draft to the Technical Authority for review. Should there be problems or issues with the deliverables being presented, the Technical Authority will notify the resource of the items that must be modified within five (5) business days of receipt of the draft deliverable. Once all items have been resolved and acceptable to the Technical Authority, a finalized version of the deliverables will be provided to the Technical Authority within five (5) business days from acceptance.

7. REPORTING REQUIREMENTS

If a TA has been authorized, the resource must provide a weekly status report in MS Word electronically to the Technical Authority outlining what work was undertaken during the reporting period, what work is still outstanding, and any issues or concerns that the resource wants to identify to the attention of the Technical Authority. The status reports must also be supported by a monthly detailed time sheet mapped to deliverables, using standard template.

8. COMMUNICATION

It is the responsibility of the Contractor to facilitate and maintain regular communication with the CBSA Technical Authority. Status updates, verbal or written, may be requested by the Technical Authority over the course of the contract. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include: phone calls; electronic mail; faxes; and meetings. In addition, the Contractor is to immediately notify the Technical Authority of

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any issues, problems or areas of concern in relation to any work completed under the contract, as they arise.

9. METHOD AND SOURCE OF ACCEPTANCE

All services rendered under the Contract/TA are subject to inspection by the Technical Authority.

All deliverables shall respect the following principles:

Logical structure - flow in a logical format that permits the reader to entirely understand the objectives of the initiative, and that it appropriately describes how recommendations and conclusions were determined;

Business oriented - concerned with the business capabilities and impact, rather than having a technical focus; and

Comprehensive - includes all significant factors to a complete evaluation of the context, constraints, risks and expectations of the work.

10. CONSTRAINTS

The CBSA's data is not to be removed from the CBSA sites, nor will access to or from the contractor's IT systems through the use of a session or link (e.g. VPN) be permitted.

The Contractor is not permitted to disclose CBSA provided information learned through this contract to external sources unless authorized by the designated the CBSA Technical Authority.

The CBSA's working hours are between 07:00 to 18:00 Monday through Friday, except for Statutory Holidays where Government Offices are closed. These are core hours and are not representative of the duration of a Contractor's work day. All proposed personnel must be available to work outside normal office hours during the duration of the Contract. The Technical Authority will advise the Contractor as soon as possible of any required work outside standard working hours.

11. LANGUAGE OF WORK

The Contractor will be required to perform the work in English. The Contractor must be able to communicate orally and in writing in English without any assistance and with minimal errors.

12. TECHNICAL ENVIRONMENT

The Contractor will be performing SA&A services on technical projects for the procurement, development and implementation of secure IT device, network and enterprise level solutions; and, the integration of these solutions with existing CBSA distributed computing environment (DCE).

Device and network configuration:

- Standalone or integrated connectivity to Windows based enterprise network
- Standalone or integrated mobile devices (i.e. smartphones, tablets and handheld wireless devices) connectivity via access points and wireless gateways

Technical environment:

- Bell, Rogers and Telus landline and cellular connectivity;
- IEEE 802.xx standards for wireless connections;
- GC public key infrastructure standards;
- Windows based software installed within the CBSA Distributed Computing Environment;
- Variety of applications and services for a select group of CBSA users including specific line-of-business applications along with base productivity applications such as MS Office, Outlook and Exchange, host emulator software (Attachmate), virtualization software and basic File and Print Services.

13. CLIENT SUPPORT

The Contractor will be provided with CBSA user IDs, passwords, office space and workstation or laptop, and other materials as required in order to process, store, and/or transmit CBSA data on CBSA networks during the contract.

14. LOCATION OF WORK

- Canada Border Services Agency (CBSA) regular working hours are Monday to Friday, between 07:00 a.m. to 18:00p.m, Eastern Time (Standard Workday).
- Work will be performed at the CBSA location at Vanier Towers, 333 River Road, Ottawa, ON
- The contractor may occasionally be required to work remotely during non-standard hours, i.e. on evenings or weekends at regular rate

15. TRAVEL

Travel is not expected to be required during the performance of the above work.

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Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
871072369PG0001
MODIS CANADA INC.
155 Queen Street
Suite 1206
Ottawa
Ontario
K1P6L1
Canada

Title - Sujet
Omnibus (BPA, B2B, CECP) IT Profess

Contract No. - N° du contrat
47419-251689/002/EL

Date
2019-02-22

Client Reference No. - N° de référence du client
1000341689

Requisition No. - N° de la demande
47419-251689

File No. - N° de dossier
606el.47419-251689

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
192060050-2001/81401

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
16TH FLOOR
NORTH RIVER ROAD TW B
OTTAWA
Ontario
K1A0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Mansour, Silvana

Buyer Id - Id de l'acheteur
606el

Telephone No. - N° de téléphone
(613) 858-9935 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$2,925,000.48

Currency Type - Devise
CAD

For the Minister - Pour le Ministre
Mansour, Silvana Digitally signed by Mansour, Silvana
Date: 2019.02.22 [illegible]

Canada

CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS) VARIOUS RESOURCE CATEGORIES - LEVELS 2 AND 3 FOR CANADA BORDER SERVICES AGENCY

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List of Annexes to the Resulting Contract:

Annex A - Statement of Work
Annex B - Basis of Payment
Annex C - Security Requirements Check List

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1. Requirement

(a) Modis Canada Inc. (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency.

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

- (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.
- (ii) Canada will use a rotational method to allocate the draft Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.
- (iii) Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.
- (iv) The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

(v) If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada will send the draft TA to the contractor with the next greatest balance remaining of allocation funding.

(vi) The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(vii) Once the Task Authorization is issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization, including any applicable options under that TA (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.

(viii) When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with $2M, $1M and $750,000 in funding for Task Authorizations respectively, and $200,000 is added to the first contract, then $100,000 will be added to the second contract and $75,000 will be added to the third).

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Strategic Procurement and Material Management Division (SPMMD) Representative will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B of Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the details of any financial coding to be used;

(D) the categories of resources and the number required;

(E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(F) the start and completion dates;

(G) milestone dates for deliverables and payments (if applicable);

(H) the number of person-days of effort required;

(I) whether the work requires on-site activities and the location;

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[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

(J) the language profile of the resources required;

(K) the level of security clearance required of resources;

(L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(M) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the SPMMD Representative, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as the proposed resource(s) to perform the task in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by the SPMMD Representative; and

(ii) for any TA with a value greater than this amount, a TA must be signed by the SPMMD Representative and the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00.

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the

Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2018/06/21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

  (i) 4002 (2010/08/16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4006 (2010/08/16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

  apply to and form part of the Contract.

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5. Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABLITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
    b. *Industrial Security Manual* (Latest Edition).

ADDITIONAL CBSA SECURITY REQUIREMENT:

(a) Additionally, resources may be assessed for Reliability or Secret Status by the CBSA prior to commencing the Work, and from time to time throughout the Contract Period. The assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), fingerprinting and any other security screening processes required. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit:

(i) the current level of security clearance granted or approved by CISD/PWGSC; and

(ii) a completed signed TBS 330-23 Form - Personnel Screening, Consent and Authorization Form (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf).

(b) In the event a resource does not pass the PSSS assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on March 4, 2019 and ends two years later on March 3, 2021; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional two-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

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(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Silvana Mansour
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: Terrasses de la Chaudière, 10 Wellington St., Gatineau, Québec
Telephone: (613) 858-9935
E-mail address: Silvana.b.mansour@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Eric Carriere
Title: Manager, Application Development
Common and Corporate Systems Division
Organization: Canada Boarder Services Agency
Address: 333 North River Road, Ottawa, ON K1A 0L8
Telephone: 343-291-5329
E-mail address: Eric.Carriere@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Strategic Procurement and Material Management Division (SPMMD) representative

The SPMMD representative for the Contract is:

Name: Anik Devlin
Title: A/Senior Contracting Officer
Organization: Canada Boarder Services Agency
Address: 333 North River Road, Ottawa, ON K1A 0L8
Telephone: 343-291-6909
E-mail address: Anik.Devlin@cbsa-asfc.gc.ca

The SPMMD representative is the representative of the department or agency for issuance of Task Authorization on behalf of the Technical authority.

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ASFC - Divulgation en vertu de la Loi sur l'Accès à l'information.

(d) **Contractor's Representative**

Name:
Title: Sales Director
Organization: Modis Canada Inc.
Address: 155 Queen Street, Suite 1206, Ottawa, ON K1P 6L1
Telephone:
E-mail address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada including work performed outside standard hours or on-call work, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada including work performed outside standard hours or on-call work, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Travel and Living Expenses – National Joint Council Travel Directive**
The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. The Contractor will be paid for actual time spent travelling in accordance with the firm per diem rate set out in Annex B which per diem is based on a 7.5-hour workday.

(iv) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18 (1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(vi) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment - Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work performed has been accepted by Canada.

(d) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(e) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(f) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(i) Visa Acquisition Card;

(ii) MasterCard Acquisition Card;

(iii) Direct Deposit (Domestic and International);

(iv) Wire Transfer (International Only).

(g) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(h) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(i) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original and one copy of each invoice to the Technical Authority's paying office (CBSA Finance), and a copy to the Contracting Authority.

(e) All invoices must be submitted by e-mail on a monthly basis at the following address:

Email: vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries. Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

(f) Direct Deposit:

The Government of Canada will soon be phasing out federal government cheques; Businesses that supply goods and services to the Government of Canada are strongly encouraged to enrol in direct deposit for account payable.

The Contractor is to contact ca-ci@cbsa-asfc.gc.ca to obtain additional information regarding direct deposit enrolment process and the steps to be followed.

***IMPORTANT NOTE:* If the Contractor omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

11. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 *(*2010/08/16*)*, Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4006 *(*2010/08/16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;

(d) Annex A, Statement of Work - Annex A including its Appendices as follows;

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated October 12, 2018.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

  (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

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(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore

Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

20. Reporting Requirements

The Contractor must provide status reports and any other reports as and when requested by the Technical Authority through the issuance of a Task Authorization. The Contractor must also provide the Periodic Task Authorization Usage Reports to the Contracting Authority on a quarterly basis in accordance with article 7.2 (g)

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and

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experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Implementation

(a) **Implementation of Professional Services**: If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

23. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

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ANNEX A

STATEMENT OF WORK

1. INTRODUCTION

Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods.

Under this mandate, CBSA enables effective and efficient administration and operation of border management and its internal operation through the design, development, implementation and ongoing support of innovative tools and solutions.

The Information, Science and Technology Branch (ISTB) provides technology leadership of business applications in support of CBSA's strategic priorities including administrative and corporate programs of the Agency. It ensures effective delivery of technology products, applications and services to meet business needs, while ensuring integrity and availability of all technology infrastructures.

Organizational readiness and stability allows the Agency to achieve its mandate, deliver on its priorities and adapt to an evolving business environment. Investing in a modern IT infrastructure, introducing innovative productivity tools and administrative applications allows CBSA to maintain a high standard of service delivery and improve efficiencies.

To that end, the Common and Corporate Systems Division (CCSD) is responsible for the development, production support and maintenance of innovative business applications. These include mission critical and high-availability systems as well as applications that serve as common components for internal and external stakeholders. The division is also responsible for the design, development and delivery of enterprise and corporate solutions in support of CBSA's mandate and priorities.

Key divisional activities include:

- Providing the planning, analysis, design, development, and implementation of enterprise and corporate applications in support of common and corporate programs and administrative functions across the Agency;
- Promote reusability through established CBSA best practices and standards by meeting the overlapping needs of the various IT projects, thus eliminating the need for each initiative or project to fund and build these common components;
- Serving as the center of expertise for all IT development projects related to common and corporate business programs, functions and activities;
- Serving as Technical Leaders for common and corporate application releases and upgrades which includes developing System Use Cases, Detailed Design Documents, participating in System Engineering Method (SEM) reviews and other development related documentation;
- Prioritizing and promoting IT development initiatives with end-users and other IT management areas;
- Coordinating the procurement, integration and ongoing support of commercial off-the-

shelf (COTS) software products and IT hardware needed to meet the business requirements;

- Providing maintenance and production support for a wide-range of common and corporate applications.

The Common and Corporate Systems Division is composed of four sections. The mandate of each section is explained below.

Electronic Data Warehouse and Business Intelligence (EDW & BI)

The EDW and BI section is responsible for the development of Business Intelligence and Mining solutions of the Canada Border Services Agency's data warehouse and all its components. Key activities include, analysis, design and acquisition of source data for reporting purposes. The data warehouse is the main source of information for report generation, analysis, and presentation through ad-hoc reports, portals, and executive dashboards.

Business Process Automation (BPA), Business to Business (B2B) Integration and Customs Electronic Commerce Platform (CECP)

The BPA, B2B integration and CECP section is comprised of four units.

The B2Bi and CECP units consist of the B2Bi development team (supporting B2B services), the CECP development team (supporting the development of the CECP set of applications), and the B2Bi support team (providing client support of both the B2B and CECP applications and services). These units specialize in application development of enterprise-level Web and Enterprise Data Exchange based services (EDI). These services provide the capability to manage data exchange between external organizations, and CBSA internal applications and services. This team maintains critical COTS and custom products that directly support enterprise applications.

As for the Business Process Automation (BPA) team, they specialize in software development and maintenance of various line-of-business critical and non-critical COTS and custom applications that meet the specific needs of our corporate clients.

Administrative and Corporate Applications

The mandate of the Administrative and Corporate Application section is to lead the design, development, integration and ongoing support of the administrative and corporate applications for a multitude of clients. These systems provide direct support of key and common functions performed across every GoC departments and agencies such as, ministerial correspondence, access to information, communication services, property management, document and records management, etc. These include both customized and commercial off-the-shelf software products.

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SAP Technical Competency Centre (SAP TCC)

The SAP Technical Competency Centre is composed of subject matter experts responsible for the development and integration of SAP-based solutions for the Agency. This includes direction, technical advice and ongoing support of SAP-based applications and underlying technical infrastructure. The SAP TCC is also responsible for maintaining the operational aspects needed for the applications to function properly and also has responsibility for the design, testing and improvement of applications that form part of SAP application portfolio.

Line-of-Business Applications and Tools

The Common and Corporate Systems Division (CCSD) is responsible for the development, integration, implementation and ongoing support of numerous line-of-business applications and systems. A list of current applications including commercial-off-the-shelf software products with an indication of the primary development languages is provided below:

Applications / Systems / COTS	**Development Languages**
Access to Information	COTS
Accounts Receivable Ledger	ABAP
AIS Help Desk	ASP
ANCILE uPerform (SAP Productivity Pak)	COTS
Apollo - Electronic Document and Records Management System (GCDOCS)	COTS
Articulate Storyline	COTS
Automated Personal Security Screening	MS Access, VBA
Business Warehouse	ABAP
CA Clarity	COTS
CBSA Intranet	ASP, HTML, JAVASCRIPT, XML
CBSA Wiki	COTS
Central Course Registration System	ASP
Communications Portal	ASP
Consolidated Management Reporting System	Cognos Framework Manager V10.2
Consolidated Management Reporting System Enterprise Data Warehouse	Cognos Framework Manager V10.2
Correspondence Tracking System	COTS
Customs Electronic Commerce Platform	Java, C++ , Visual Basic 6.0, Various Scripting Languages, PERL, DB2 Stored Procedures, Spring Framework
Customs Electronic Commerce Platform - Query & Data Viewing Utility	Microsoft Visual Basic V6, DB2 Stored Procedures
Customs Interest Calculation Program	Java 1.6 / Spring 1.2 / HTML / Javascript / CSS
Customs Internet Gateway	Java

Customs Officer Scheduling System	MS Access 2000
Customs Query	Java
Directory of Offices	Java, JavaScript
Enforcement Library	Smalltalk
Global Case Management System (GCMS) Printing Solution	N/A
Global Query Component	Java
Incident Management Reporting System	Java 6, Flex 3.4.1, Adobe LiveCycle ES4
Integrated Border Query	Java
Integrated Customs Enforcement System	PowerScript
Intelligence Management System	Smalltalk
Interdiction and Border Alerting Service	Java
Internal Placement Process	Java 1.6 / Hibernate 4.1 / Spring 3.1 / HTML / Javascript
Marine Domain Awareness (MDA) Watchkeeper	COTS
MEI-B2B - Administration and Configuration Web Application	Java, Jersey
MEI-B2B - Electronic Data Interchange (EDI) Gateway	BPML, Java
MEI-B2B - Tracking Service	Java
MEI-B2B - Web Services Gateway	Java
Occurrence Reporting System	Smalltalk
Personnel Security Screening System	Java 1.7, Spring 4.1, Hibernate 4.2
Question Mark	COTS
Recourse Content Management System – Enforcement	Java 6, Flex 4.6
Recourse Content Management System – Trade	Java 6, Flex 4.6, Adobe LiveCycle, Cognos Reporting
Revenue Ledger	ABAP
Salary Forecasting System	COTS
SAP Process Orchestrator	Java
SAP Solution Manager	ABAP
System Access Management	ASP, JavaScript, CSS
Teammate Audit Management	COTS
Trade Compliance Management System	Java
Virtual Learning Environment	COTS
Work Order Database	ASP, JavaScript, CSS

Existing and Upcoming Projects and Initiatives

Besides the ongoing maintenance and operational support of existing line-of-business applications and systems, CCSD is currently leading multiple projects to further enhance and deliver new capabilities and services across the Agency. These include but are not limited to:

a) Development and implementation of a Port of Entry Management System (POEMS) designed to produce daily shift schedules. The application will also allow front line management to track daily events, disseminate administrative information and broadcast the daily schedule.

b) Replacement and enhancement of the existing Recourse Content Management System (RCMS) Trade, RCMS Enforcement and Incident Management Reporting System (IMRS) due to an urgent need to change front-end interface technology.

c) Integration, implementation and ongoing support of a COTS software product that will accept data from the Public Service Commission's GC Jobs and permit CBSA staffing employees to manage selection and appointment processes. This project is referred to the HR Integrated Staffing Solution (ISS).

d) Integration of the Accounts Receivable Ledger (ARL) and the Revenue Ledger systems into the CBSA Assessment and Revenue Management (CARM) application.

e) Integration of B2B into the CBSA Assessment and Revenue Management (CARM) application.

f) CBSA is working on a Planning, Forecasting and Budgeting initiative based on a SAP Business Warehouse (BW), Business Planning & Consolidation and Business Objects platform extracting Corporate Administration System (CAS) data from Canada Revenue Agency (CRA) and also from Account Receivable Ledger (ARL). The scope of the project was expanded to include additional CRA CAS-HR and CBSA Salary Forecasting System data as well as providing extended reporting capability. The project was amended to include construction and migration of the SAP BW information assets and applications to an appliance-based SAP-HANA database.

g) Development and implementation of any B2B and/or EDW BI work that could be required for the Passenger Protect Program. The Passenger Protect Program works with air carriers to screen commercial passenger flights to, from and within Canada in order to protect safety at home and abroad.

Technical Environments

a) SAP Enterprise Resource Planning (ERP)

- The SAP **Enterprise Central Component (ECC)** technical environment is an Enterprise level, 3 tiered ABAP version 6.00 EHP5 hosted on Windows 2008 server R2 and Sybase database. The system configuration is based on a 6 server landscape including a Sandbox, Development, Quality Assurance, Volume, Training and Production systems.
- The SAP Process Orchestration technical environment is Enterprise level, 3 tiered Java hosted on Windows 2008 server R2 with Sybase database.
- The SAP Solution Manager technical environment is Enterprise level, 3 tiered ABAP and Java hosted on Windows 2008 server R2 with Sybase database.
- The SAP Business Warehouse (BW) technical environment is Enterprise level 3-tier ABAP hosted on Windows 2008 server R2 with Sybase database. The system configuration is based on a 4 server landscape including a Sandbox, Development, Quality Assurance and Production system. The components are: SAP_BW, BI_CONT and BPC with ICM using HTTP/HTTPS connectivity through SAP Web Dispatcher.
- Other technical characteristics:
    - SAP BASIS
    - SAP HANA
    - SAP PSCD
    - SAP FI
    - SAP Process Orchestration (SAP PO)
    - SAP NetWeaver Development Infrastructure
    - SAP NetWeaver Development Studio
    - SAP Solution Manager
    - SAP BusinessObjects
    - SAP Security Authorizations
    - SAP NetWeaver BI
    - SAP Human Capital Management (HCM)
    - SAP Redwood Scheduler
    - ANCILE uPerform (SAP Productivity Pak)
    - PowerShell scripting
    - Linux
    - Unix

b) Business to Business (B2B) and CECP

The Canada Border Services Agency (CBSA) processes an immense number of electronic information with external Trading partners as part of its mandate. The Common & Corporate Services Division (CCSD) implemented Multi-Enterprise Integration (MEI) also known as Business-to-Business integration solutions (B2B). B2B integration is an enterprise capability meant to facilitate the capture and sharing of electronic information exchanged between CBSA, Participating Government Agencies (PGAs) / Other Government Departments (OGDs), and private enterprise upon a common centralized integration model. The Business to Business foundational components providing the CBSA with a technological communications hub that allows IT systems belonging to one organization to communicate with the systems of another organization, while minimizing costly changes for either system. The B2B/CECP technical environment consists of:

- Extensible Markup Language (XML)
  - XML Schema Definition (XSD)
  - Document Type Definition (DTD)
  - XPATH
  - XSLT
  - Xquery

- Java
  - IBM Rational Software Architect:
  - Eclipse 3.x and 4.x IDE
  - J2EE (WebSphere)
  - JMS (WebsphereMQ)
  - WebSphere Application Server (WAS)
  - JDBC and Hibernate
  - Spring and Spring Integration Framework
  - Jersey
  - ANT, Apache Maven, SVN, git
  - IBM DataPower
  - GatewayScript
  - Multi-protocol Adapters
  - IBM Transformation Extender Maps
  - IBM Integration Bus (IIB)

- Communication Protocols
  - File Transfer Protocol (FTP)
  - Hypertext Transfer Protocol (HTTP)
  - Simple Mail Transfer Protocol (SMTP)
  - Managed File Transfer including PWGSC's MSFT solution

- Service Oriented Architecture (SOA)
  - Simple Object Access Protocol (SOAP)
  - Web Service, Representational State Transfer (REST)
  - WS-Security
  - SSL, TLS

- Electronic Data Interchange (EDI)
  - ANSI X.12
  - EDIFACT
  - IATA Standards
  - World Customs Organization (WCO) Data Model
  - Financial, Transportation data models

- Interoperability & Integration
  - Web Services standards – SOAP and REST
  - Web Services Definition Language (WSDL)
  - Business Rules Management Solution
  - Enterprise Service Bus
  - Encryption/Decryption

        - CA-Idm/SM
        - Request/Response

c) Business Process Automation (BPA)

- Java
- Hibernate 4.1
- Spring 3.1
- Spring Integration Framework
- HTML5
- JavaScript
- Adobe Flex 3.4.1 and 4
- Adobe LiveCycle ES4
- Adobe Designer ES4
- Adobe Experience Manager (AEM)
- PowerScript

d) Electronic Data Warehouse (EDW) & Business Intelligence (BI)

- Cognos 10.2 BI Suite
    - IBM Cognos Report Studio
    - IBM Cognos Analysis Studio
    - IBM Cognos Query Studio
    - IBM Cognos Transformer
    - IBM Cognos Framework Manager
- Database ETL (Extract, Transform, Load) techniques and tools
- DB2 DBMS
- IBM WebSphere DataStage
- DataStage ETL
- IBM DB2 RDBMS (Relational Database Management System)
- erwin Data Modeler
- IBM IDA
- IBM Pure Data
- IBM InfoSphere Information Server Suite

e) Office Productivity Suite and Tools

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Office Suite (Word, Excel, PowerPoint)
- Microsoft Visio
- Microsoft Project
- Internet Explorer
- Microsoft Access
- OpenText GCDocs

f) Operating Systems
- Unix
- Linux
- Microsoft Windows 7
- Microsoft Windows 10
- OS/360

g) Other development tools and programming languages
- Smalltalk object-oriented language
- Business Process Modeling Language (BPML)

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2. REQUIREMENTS

The Business Process Automation, Business to Business Integration and Customs Electronic Commerce Platform section has requirements for the services of informatics professional resources, as outlined in Table A-1 below, to fulfill different roles and perform a wide range of tasks. The resources will work on existing and upcoming CBSA IT projects and will also provide operational support for the upkeep of line-of-business applications identified earlier. The detailed tasks for each resource requirement are described below.

The Contractor must provide these TBIPS resource categories to work with CCSD employees and other contractor supplied resources, on an "as and when requested" basis as initiated through Task Authorizations (TA's).

Table A-1

TBIPS Reference	Resource Category
A.1	Application/Software Architect
A.11	Tester
A.14	Web Developer (Usability Expert)
A.7	Programmer/Analyst (CECP)
A.7	Programmer/Analyst (JAVA)
A.7	Programmer/Analyst (MS Dynamics)
A.7	Programmer/Analyst (Prod Support)
A.7	Programmer/Analyst (UI)
A.8	System Analyst
B.14	Technical Writer
I.7	Platform Analyst (B2B)
I.7	Platform Analyst (Data Power)
P.9	Project Manager

3. DELIVERABLES

For each Task Authorization (TA) that is issued against this contract, the Contractor will be required to provide various deliverables and other related documents as specified in the respective TA.

4. CONSTRAINTS

4.1 Regular Meetings

The Contractor's selected resource must meet with the Technical Authority or his/her representative on a priority basis or as requested to discuss any issues associated with the provision of the required services. These meetings will be at no additional cost.

4.2 Work Guidance

The resource will work under the guidance of the Technical Authority or his/her representative.

4.3 Status Reports

Status reports are to be provided as detailed within the Task Authorization.

4.4 Support Resources

The CBSA will provide a workstation, email and system access.

4.5 Normal Working Hours

Work must be performed during core business hours between 7:00 – 18:00, Monday to Friday. From time to time, operational support may be required outside core business hours. It is also important to note that some resources will be required on a part-time basis. Working hours including the need for after-hour support will be identified in each TA.

4.6 Work Location

It is anticipated that the majority of the work associated with each TA will be carried out on-site at CBSA facilities in the National Capital Region (NCR). The Contractor may be required to attend meetings at CBSA and at key GoC stakeholder locations.

4.7 Travel Requirement

There is no travel requirement expected outside the NCR. If travel is required outside the NCR, it will be identified in the TA. All expenses for travel within the NCR are to be paid by the Contractor.

4.8 Language Requirements

The resource must be able to communicate with ease and effectively in English, both orally and written. There may be a requirement from time to time for a resource to conduct business in the French language and have acceptable bilingual capability. Language requirements will be identified in each TA.

5. RESOURCE TASKS AND DELIVERABLES

The following are the tasks, skills and deliverables associated with each resource requirement. Tasks and deliverables will be further specified in each Task Authorization (TA).

TBIPS Category:	**A.1 Application/Software Architect**
Experience Level:	**Level 3**

Tasks

Tasks could include but not limited to:

1. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements
2. Identify the policies and requirements that drive out a particular solution

3. Analyze and evaluate alternative technology solutions to meet business problems
4. Ensure the integration of all aspects of technology solutions
5. Monitor industry trends to ensure that solutions fit with government and industry directions for technology
6. Analyze functional requirements to identify information, procedures and decision flows
7. Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary
8. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems
9. Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal
10. Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.
11. Define, document, and communicate architectural standards
12. Participate in code reviews to ensure that standards are followed
13. Assist with troubleshooting and performance tuning
14. Participate in road map exercise, architecture definition, product evaluation and selection, application and integration design
15. Participate and provide technical leadership and guidance throughout the project lifecycle with emphasis on the up-front analysis and selection of the most viable option, the conceptual design and during the development phase
16. Architect and design line-of-business applications
17. Work closely with Portfolio Service Management and share ideas with fellow architects, software developers, technical advisors and team leads
18. Remain at the forefront of new technology solutions, explore new avenues, industry trends, technological changes, and how they would benefit the organization
19. Work with development teams and Project/Team Leads to drive, advise and learn how to best implement the targeted architecture
20. Ensure platforms, development tools, hardware environments and commercial off-the-shelf software products remain highly performant and maintained to ensure continuous availability
21. Promote development of best practices, architecture/design patterns and software development frameworks & techniques across the organization.

Specialties / Skills

Specialties could include but not limited to:

a) HTML

b) Java

c) Javascript

d) SQL Server
e) PL/SQL
f) DB2
g) XML
h) JSP
i) J2EE
j) Mainframe environnement
k) Distributed environnement
l) Rational Rose
m) Magic Draw
n) TogetherJ
o) Enterprise Architect
p) Balsamiq
q) Visio

Deliverables

Deliverables could include but not limited to:

a) Develop technical architectures, frameworks and strategies
b) Gather the policies and requirements that drive out a particular solution
c) Analyze and evaluate alternative technology solutions to meet business problems
d) Integrate all aspects of technology solutions
e) Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems
f) Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal
g) Identify and document system specific standards relating to programming, documentation and testing
h) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer
i) Produce technical documentation as required by CBSA's SLMF (Service Life Cycle Management Framework) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.11 Tester**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Test the components of the application to ensure accuracy of captured requirements as well as quality of product
2. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs
3. Create and update test plans, test cases and defect reports
4. Create and update instructions, results, traceability matrix and guides to document aspects of the application for later reference
5. Create and run automatic testing scripts and plans
6. Assist and knowledge transfer to junior team members and perform demonstrations
7. Provide status reports and impact analysis
8. Conduct testing in accordance with the test plan
9. Monitor test plans for all levels of testing
10. Perform walkthroughs and reviews
11. Prepare readiness assessment reports
12. Develop software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures
13. Establish and operate "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, conform to appropriate standards (e.g. performance, compatibility, etc.) and have no unforeseen detrimental effects on the infrastructure
14. Establish validation and verification capability which assumes functional and performance compliance.

Specialties / Skills

Specialties could include but not limited to:

a) HP Quality Center management software
b) Selenium automated testing tool
c) JIRA
d) ITIL Certification

Deliverables

Deliverables could include but not limited to:

a) Produce test plans, test cases for manual testing as well as using an automated testing tool

b) Create and update technical documentation regarding all aspects and levels of testing

c) Produce impact analysis

d) Produce status reports and project plans

e) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

f) Produce and provide documentation in electronic format (presentations, procedures, instructions, FAQs, etc.)

g) Produce technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

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TBIPS Category: **A.14 Web Developer (Usability Expert)**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Research, analyze and design the user interface of the application
2. Design and document the various web pages of the application
3. Ensure the application meets the usability and reliability requirements
4. Create and prepare screen shots, product workflow maps, and plans for business solutions
5. Create/update various technical documents
6. Verify accuracy and completeness and ease of use of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel
7. Organize, lead, and participate in usability testing
8. Develop and implement usability tests, analyses result and modify design accordingly
9. Create test plans and test cases
10. Assist and knowledge transfer to junior team members and perform peer reviews and demonstrations
11. Provide status reports and impact analysis
12. Work and collaborate with development team to explain design documents and ensure feasibility based on technology being used to develop the application
13. Create and apply designs that maximize usability of existing objects
14. Create web pages including graphic design
15. Develop flowcharts (web site flow maps) depicting navigation and content
16. Develop line drawings or block diagrams illustrating the priority of information, links, navigation and space requirements
17. Develop content diagrams showing the interactive connection between pages
18. Utilization of Subversion (SVN)
19. Develop interactive prototypes showing basic form, flow and functionality used for both usability testing and presentations.

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Specialties / Skills

Specialties could include but not limited to:

a) Balsamiq

b) HTML5

c) Web Experience Toolkit (WET)

d) Government of Canada Web standards

e) SVN (Subversion)

Deliverables

Deliverables could include but not limited to:

a) Produce/update design documents such as manuals/guides, technical documents and procedures, product workflows, etc. according to the SLMF and using SLMF templates.

b) Use Balsamiq software for UI (User Interface) design documents, prototypes and wireframes

c) Design web applications pages and electronic documents to enhance user experience and content understanding based on requirements

d) Produce impact analysis on deliverables and provide estimates

e) Collaborate with stakeholders to derive and document design specifications

f) Create usability test plans and cases and conduct usability testing

g) Provide status reports and project plans

h) Demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

i) Create and deliver demonstrations and peer reviews.

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TBIPS Category: **A.7 Programmer Analyst (CECP)**

Experience Level: **Level 3**

Tasks

Tasks and responsibilities could include but not limited to:

1. Create and modify application code
2. Create and modify screens
3. Create and modify regular and ad-hoc reports
4. Gather and analyze data for the development and modification of functional and system design specifications
5. Design methods and procedures for computer systems and/or sub-systems
6. Develop and test computer systems and/or sub-systems of larger systems as part of releases and emergency fixes
7. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
8. Develop requirements, feasibility, cost, system design, and specification documents for systems
9. Analyze and recommend alternatives and options for solutions
10. Develop technical specifications for systems development, design and implementation
11. Develop new or enhanced C++ programs or interfaces for High Availability Systems
12. Develop new or enhanced JAVA programs or interfaces for High Availability Systems
13. Work with Business Analysts on understanding business use cases
14. Work with the development and support teams on understanding business use cases
15. Assist in preparing or reviewing high-level design, system use case documents
16. Prepare and modify technical level design documents and detail level design documents
17. Prepare and conduct system walkthroughs with Development, Production Support and Business groups
18. Develop with C++ Version 6 application programming language
19. Develop object oriented applications using the Java development framework (including Spring Framework)
20. Analyze, develop or enhance EDI IT applications that use MQ series
21. Analyze, develop or enhance EDI IT applications using message standards ANSI ASC X12 EDI or UN/EDIFACT
22. Utilization of the DB2 database
23. Develop and deploy applications on IBM WebSphere Application Server on Microsoft Windows and IBM Mainframe OS/390 environment

24. Utilization of Subversion (SVN)
25. Analyze EDI for syntax errors
26. Coordinate fixes to system outages along with other support groups
27. Analyze upcoming infrastructure changes and assess the impact on the CECP systems
28. Transfer relevant knowledge to the project team and client staff on an ongoing basis.

Specialties / Skills

Specialties could include but not limited to:

a) C++
b) JAVA
c) MQ Series
d) ANSI
e) EDIFACT Technologies
f) JIRA
g) TCP/IP
h) EDI mapping: ANSI/EDIFACT standards
i) MS Windows 7 workstation software
j) MS Office Professional
k) DB2 Database
l) SVN (Subversion)
m) Spring Framework
n) Microsoft Windows
o) IBM Mainframe OS/390 Environment
p) WebSphere Studio Application Development
q) HTML
r) Unified Modeling Language (UML)
s) Rational Unified Process (RUP)

Deliverables

Deliverables could include but not limited to:

a) Program code in C++ and JAVA
b) Interface and user screens
c) Problem, status, performance, issue, outage reports

d) Impact assessments

e) Functional specifications

f) System specifications

g) Procedure documents

h) Operational manuals

i) Lessons-learned documents

j) Meeting minutes

k) Develop application screens and reports

l) Create application forms, manual, programs, data files and procedures for systems and/or applications

m) Create technical level design documents and detail level design documents

n) Create System Use Cases

o) Provide Progress/Status reports

p) Prepare and conduct demonstrations, walkthroughs and coaching of other resources including knowledge transfer

q) Produce technical documentation as required by CBSA’s Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.7 Programmer/Analyst (Java)**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Create and modify application code
2. Create and modify screens and reports
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
4. Design methods and procedures for small computer systems, and sub-system of larger systems
5. Develop, test and implement small computer systems, and sub-systems of larger systems.
6. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
7. Design and document the database changes
8. Create and update various technical documents such as the System Requirements specifications, System Use Cases, etc. as per CBSA's Service Level Management Framework (SLMF)
9. Create test plans and test cases
10. Utilization of Subversion (SVN)
11. Assist and knowledge transfer to junior team members and perform peer reviews, code walkthroughs and demonstrations.

Specialties / Skills

Specialties could include but not limited to:

a) Java EE 6
b) HTML5
c) Java Persistence API (JPA)
d) XML
e) REST
f) SOAP
g) IBM WebSphere DB2

h) MS SQL Server
i) IBM RSA
j) JavaScript
k) Spring
l) Spring Integration
m) SVN (Subversion)

Deliverables

Deliverables could include but not limited to:

a) Produce operational systems including all electronic manuals, programs, data files and procedures

b) Provide impact analysis on all tasks

c) Prepare and conduct test plans and cases

d) Provide status reports and project plans

e) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

f) Produce and provide documentation in electronic format (presentations, procedures, instructions, FAQs, etc.)

g) Produce technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.7 Programmer/Analyst (MS Dynamics)**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Create and modify application code
2. Create and modify screens and reports
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
4. Design methods and procedures for small computer systems, and sub-system of larger systems
5. Develop, test and implement small computer systems, and sub-systems of larger systems
6. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
7. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems
8. Develop, configure and/or manage technical aspects of application software, user interfaces and third-party components
9. Conduct and manage unit, system tests and regression testing
10. Production monitoring, technical support, troubleshooting, and resolution for solution
11. Provide hands-on third-level support for MS Dynamics applications
12. Implement enhancements and upgrades to remain compatible with the evolving MS Dynamics platform
13. Conduct business process modeling, automation and integration with MS Dynamics and non-MS Dynamics applications
14. Develop SQL Server Reporting Services (SSRS) reports
15. Develop SQL server Integration Services (SSIS)
16. Utilization of Subversion (SVN)
17. Establish Security Model for the MS Dynamics applications.

Specialties / Skills

Specialties could include but not limited to:

a) Microsoft Dynamics 2013 or later
b) Microsoft SQL Server 2012 or later
c) ASP.NET

d) HTML

e) JavaScript

f) C#

g) SVN (Subversion)

h) Microsoft Dynamics concepts including:
   i. Configuration
   ii. Customization
   iii. Workflow
   iv. Integration
   v. SSIS
   vi. SSRS
   vii. Security Model

Deliverables

Deliverables could include but not limited to:

a) Implementing, configuring and customizing the Dynamics applications

b) Develop the MS Dynamics business processes in line with stakeholder requirements

c) Provide technical guidance and MS Dynamics Architecture

d) Perform gap analyses, provide solution guidance and prepare estimates of effort, duration and technical approach to achieve project goals based on review of business and functional requirements

e) Modeling, Configuration, development, troubleshooting and support activities of end-to-end business processes utilizing MS Dynamics

f) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

g) Produce technical documentation as required by CBSA's Service Life Cycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.7 Programmer/Analyst (Prod Support)**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Provide high availability production support
2. Interaction with business clients, in person, via phone and in writing
3. Producing daily and monthly reports on production support activities for Management which include but not limited to:
    - Outage Reports
    - Incident Report
    - Volumetrics
    - Ad-Hoc Reports
    - System requirements
4. 24/7 on-call activities (will include afterhours activities)
5. Analyze, develop or enhance EDI IT applications that use MQ series
6. Perform SQL queries on DB2 database
7. Analyze, develop or enhance EDI IT applications using message standards ANSI ASC X12 EDI or UN/EDIFACT
8. Use of SMART Ticket Process
9. Develop and deploy applications on IBM WebSphere Application Server on Microsoft Windows and IBM Mainframe OS/390 environment
10. Provide analysis of EDI for syntax errors in support of the production systems
11. Provide fixes to system outages in coordination with other support areas
12. Assist business clients in responding to external client requests regarding CECP systems & B2B operations
13. Provide analysis of upcoming infrastructure changes to assess the impact on the CECP & B2B systems
14. Gather and analyze data for the development and modification of functional and system design specifications
15. Design methods and procedures for computer systems and/or sub-systems
16. Develop, test and migrate computer systems and/or sub-systems of larger systems as part of releases and emergency fixes
17. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
18. Analyze and recommend alternatives and options for solutions
19. Develop technical specifications for systems development, design and implementation

20. Work with the development and support teams on understanding business use cases
21. Review and analyze high-level design and system use case documents
22. Review and analyze technical level design documents and detail level design documents
23. Review and analyze system walkthroughs with Development, Production Support and Business groups
24. Transfer knowledge to the project team and client staff on an ongoing basis
25. Perform Metric Analysis or Statistical Analysis based on Incident Management for a production support environment.

Specialties / Skills

Specialties could include but not limited to:

a) DB2
b) Microsoft Office Suite (Word, Excel, PowerPoint)
c) IBM WebSphere
d) IBM Mainframe OS/390 environment
e) EDI Message standards ANSI ASC X12 EDI or UN/EDIFACT
f) IBM MQSeries
g) C++
h) Java
i) SMART Ticket Process
j) JIRA
k) Microsoft Windows Server

Deliverables

Deliverables could include but not limited to:

a) Program code
b) Interface and user screens
c) Problem, status, performance, issue, outage reports
d) Impact assessments
e) Functional specifications
f) System specifications
g) Procedure documents
h) Operational manuals
i) Lessons-learned documents
j) Meeting minutes

k) Emergency fixes reports

l) Application screens and reports

m) Application forms, manual, programs, data files and procedures for systems and/or applications

n) Demonstrations, walkthroughs and coaching of other resources including knowledge transfer

o) Technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.7 Programmer/Analyst (UI)**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Create and modify application code
2. Create and modify screens and reports
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
4. Design methods and procedures for small computer systems, and sub-system of larger systems
5. Develop, test and implement small computer systems, and sub-systems of larger systems
6. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
7. Design and document the database changes
8. Develop the components of the application using React & Redux libraries along with ECMAScript and HTML5 coding as per requirements
9. Create/update various technical documents such as the System Requirements specifications, System Use Cases, etc. as per CBSA's Service Level Management Framework
10. Create test plans and test cases
11. Utilization of Subversion (SVN)
12. Assist and knowledge transfer to junior team members and perform peer reviews, code walkthroughs and demonstrations.

Specialties / Skills

Specialties could include but not limited to:

a) React and Redux libraries
b) HTML5
c) ECMAScript 5.1 or later
d) Java EE 6
e) XML

f) JavaScript

g) SVN (Subversion)

Deliverables

Deliverables could include but not limited to:

a) Produce operational systems including all electronic manuals, programs, data files and procedures

b) Provide impact analysis on all tasks

c) Prepare and conduct test plans and cases

d) Provide status reports and project plans

e) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

f) Produce and provide documentation in electronic format (presentations, procedures, instructions, FAQs, etc.)

g) Produce technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.8 System Analyst**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Interact with business clients and translate business requirements into technical specifications for systems development, design and implementation
2. Develop requirements, feasibility, cost, design, and specification documents
3. Identify and document systems requirements
4. Implement systems to support projects, departments, organizations or businesses
5. Analyze and recommend alternatives and options for solutions
6. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems
7. Develop, configure and/or manage technical aspects of application software, user interfaces and third-party components
8. Conduct and manage unit, system tests and regression tests
9. Production monitoring, technical support, troubleshooting, and resolution for solution
10. Provide hands-on third-level support for applications
11. Implement enhancements and upgrades to remain compatible with the evolving software and/or platform
12. Stay abreast of new technologies
13. Make recommendations on improving business process and practices
14. Assist with creating User's Guide and training material
15. Conduct business process modeling, automation and integration with other applications.

Specialties / Skills

Specialties could include but not limited to:

a) HTML

b) Java

c) JavaScript

d) SQL Server 2012 or later

e) PL/SQL

f) XML

g) JSP

h) CSS

i) Project Management

j) Software development process/life cycle

k) ITIL

l) Confluence

m) GCDocs

n) MS Office Suite (Word, Excel, PowerPoint)

o) JIRA

p) MS Visio

Deliverables

Deliverables could include but not limited to:

a) Implementing, configuring and customizing the various applications

b) Develop business processes in line with stakeholder requirements

c) Technical guidance and solutions architecture

d) Perform gap analyses, provide solution guidance and prepare estimates of effort, duration and technical approach to achieve project goals based on review of business and functional requirements

e) Modeling, configuration, development, troubleshooting and support activities of end-to-end business processes

f) Demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

g) Technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **B.14 Technical Writer**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Create and update various business and technical documents such as Standard Operating Procedures (SOPs), user guides, Technical Design Documents, manuals, web page content, technical presentations, etc.
2. Gather information from business and technical resources on processes and to translate them into defined and structured procedures
3. Produce instructions, and assemble specifications, flow charts, diagrams, layouts, operating instructions and illustrations to document applications for later modification or reference
4. Assist and knowledge transfer to junior team members and perform reviews of existing documentation
5. Establish documentation standards
6. Review existing project documentation for accuracy and completeness
7. Coordinate the preparation and revision of project and system documentation
8. Design the layout of the documents and manuals
9. Provide status reports and impact analysis.

Specialties / Skills

Specialties could include but not limited to:

a) Microsoft Office Suite (Word, Excel, PowerPoint)
b) Microsoft Visio
c) ITIL Foundation certification
d) Specialized certification or diploma in Technical Writing
e) Must be fluent in both official languages of Canada (French and English)
f) HTML
g) Confluence
h) GCDocs

Deliverables

Deliverables could include but not limited to:

a) Produce business as well as technical documentation including:
    - presentations

  - procedures
  - FAQs
  - training manuals
  - user’s guide
  - technical design document
  - installation instructions

b) Produce impact analysis

c) Produce status reports and project plans

d) Prepare and conduct demonstrations and document reviews

e) Gather information on processes and translate them into defined and structured procedures

f) Use word-processing, desktop publishing and graphics software packages

g) Produce technical documentation as required by CBSA’s Service Life Cycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **I.7 Platform Analyst (B2B)**
Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Meet with CBSA Business clients and technical stakeholders to analyze and document detailed B2B requirements
2. Analyze and document in detail interfaces, existing or legacy system processes, components, and supporting systems within the CBSA to determine their functions within the B2B capability
3. Design data structures and files, sub-systems and modules, programs, batch, on line message processing, and production monitoring procedures, testing strategy and systems
4. Develop and maintain XML artefacts such as XML Schemas and XSLT Transformation
5. Develop Custom Service Adapters for Sterling Business Integrator (SBI) product using the MESA tool
6. Develop Web Services using technologies such as Jersey and Spring Framework development applications
7. Develop Business Processes by integrating with Simple Object Access Protocol (SOAP) or RESTFUL API
8. Develop and implement B2B processes using Graphical Process Modeler (GPM) and Business Process Modeling Language (BPML)
9. Conduct performance analysis, troubleshooting, and tuning of the IBM SBI COTS product and Data Maps
10. Manage Electronic Data Interchange (EDI) processing and exchange of routine business data between trading partners in standard data formats
11. Perform displaying of data flows and simplifying data flow processes
12. Develop and implement:
    - adaptor service configurations
    - data transformation
    - data content parsing and extraction
    - data routing
13. Perform IBM SBI COTS product customization to meet CBSA requirements for facilitating, capturing and sharing of information exchanged with Participating Government Agencies (PGAs), Other Government Departments and Trading Partners
14. Use supported industry standards, prebuilt processes and services (for example: EDI, EDIINT, etc.) to implement data mapping and map conversion
15. Create Data Map Source and Destination Schemas

16. Design, develop, administer Inbound and Outbound Data Maps and view Maps results using IBM Sterling Business Integrator (SBI) or equivalent technology
17. Test Web Service Gateway application by using service-oriented architecture SOAPUI tool
18. Develop System Use Case documents
19. Develop Test Plan, Test data, and Test result documents
20. Translate corporate strategy and business requirements into an application environment
21. Produce best practices and standards for business process development and mapping
22. Provide status and tracking of business transactions with trading partners
23. Create briefing notes intended for senior management on issues related to technical requirements and challenges on large scale IT projects.

Specialties / Skills

Specialties could include but not limited to:

a) IBM Sterling Business Integrator COTS product:
   - Graphical Business Process Modeller (GPM)
   - GPM Services and Adapters
   - Business Process Modelling Language (BPML)
   - Visual Data Mapper
   - Business Process Development
   - Custom Service Adapters (MESA API)

b) Extensible Markup Language (XML):
   - XML Schema Definition (XSD)
   - Document Type Definition (DTD)
   - XPATH
   - XSLT
   - Xquery

c) Java
   - IBM Rational Software Architect
   - Eclipse 3.x and 4.x IDE
   - J2EE (WebSphere)
   - JMS (WebSphereMQ)
   - WebSphere Application Server (WAS)
   - JDBC and Hibernate
   - Spring Framework
   - ANT, Apache Maven, SVN, git
   - IBM Integration BUS
     - Service Bus Components
   - IBM DataPower
     - Multi-protocol Adapters
     - IBM Transformation Extender

d) Communication Protocols:

- File Transfer Protocol (FTP)
- Hypertext Transfer Protocol (HTTP)
- Simple Mail Transfer Protocol (SMTP)
- Managed File Transfer including PWGSC's MSFT solution

e) Service Oriented Architecture (SOA):
  - Simple Object Access Protocol (SOAP)
  - Web Service, Representational State Transfer (REST)
  - WS-Security
  - SSL, TLS

f) Electronic Data Interchange (EDI):
  - ANSI X.12
  - EDIFACT
  - IATA Standards
  - World Customs Organization (WCO) Data Model
  - Financial, Transportation data models

g) Interoperability & Integration:
  - Web Services standards – SOAP and REST
  - Web Services Definition Language (WSDL)
  - Business Rules Management Solution
  - Enterprise Service Bus
  - Encryption/Decryption
  - CA-Idm/SM
  - Request/Response
  - Fire and Forget

Deliverables

Deliverables could include but not limited to:

a) Provide Impact Analysis documents

b) Provide System Requirements Specification (SRS) documents (Word format)

c) Provide Architecture and Design Specification (ADS) documents (Word format)

d) Provide System Use Case (SUC) documents (Word format)

e) Develop Business Processes (REST, EDI, XML, JAVA coding language), Web Service capability (XML and Java coding), Appliance Configuration Modules (IBM DataPower and GatewayScript)

f) Provide test plan, test data, and test result documents (Word and Excel format)

g) Provide weekly status updates in writing supported by meetings / presentations to update the technical authority on progress or delays

h) Prepare and conduct demonstrations, walkthroughs and coaching of other resources including knowledge transfer

i) Provide lessons learned narrative.

TBIPS Category: **I.7 Platform Analyst (Data Power)**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Meet with CBSA Business clients and technical stakeholders to analyze and document detailed B2B requirements
2. Analyze and document in detail interfaces, existing or legacy system processes, components, and supporting systems within the CBSA to determine their functions within the B2B capability
3. Design data structures and files, sub-systems and modules, programs, batch, on line message processing, and production monitoring procedures, testing strategy and systems
4. Develop and maintain XML artefacts such as XML Schemas and XSLT Transformation
5. Develop Custom Modules for IBM DataPower product using GatewayScript
6. Develop Web Services using technologies such as Jersey and Spring Framework development applications
7. Develop Business Processes by integrating with Simple Object Access Protocol (SOAP) or RESTFUL API
8. Conduct performance analysis, troubleshooting, and tuning of the IBM DataPower product and IBM Transformation Extender Maps
9. Manage Electronic Data Interchange (EDI) processing and exchange of routine business data between trading partners in standard data formats
10. Perform displaying of data flows and simplifying data flow processes
11. Develop and implement
    - adaptor service configurations
    - data transformation
    - data content parsing and extraction
    - data routing

12. Perform IBM DataPower product customization/configuration to meet CBSA requirements for facilitating, capturing and sharing of information exchanged with Partner Government Agencies, Other Government Departments and Trading Partners
13. Use supported industry standards, prebuilt processes and services (for example: EDI, EDIINT, etc.) to implement data mapping and map conversion
14. Create Data Map Source and Destination Schemas and Data format definitions
15. Design, develop, administer Inbound and Outbound Data Transformations and view Maps results using IBM DataPower, IBM Transformation Extender or equivalent technology
16. Test Web Service Gateway applications by using service-oriented architecture SOAPUI tool
17. Develop System Use Case documents

18. Develop Test Plan, Test data, and Test result documents
19. Translate corporate strategy and business requirements into an application environment
20. Produce best practices and standards for business process development and mapping
21. Provide status and tracking of business transactions with trading partners
22. Create briefing notes intended for senior management on issues related to technical requirements and challenges on large scale IT projects.

Specialties / Skills

Specialties could include but not limited to:

a) Extensible Markup Language (XML)
- XML Schema Definition (XSD)
- Document Type Definition (DTD)
- XPATH
- XSLT
- Xquery

b) Java
- IBM Rational Software Architect:
- Eclipse 3.x and 4.x IDE
- J2EE (WebSphere)
- JMS (WebsphereMQ)
- WebSphere Application Server (WAS)
- JDBC and Hibernate
- Spring Framework
- ANT, Apache Maven, SVN, git
- IBM DataPower
    - Multi-protocol Adapters
    - IBM Transformation Extender

c) Communication Protocols
- File Transfer Protocol (FTP)
- Hypertext Transfer Protocol (HTTP)
- Simple Mail Transfer Protocol (SMTP)
- Managed File Transfer including PWGSC's MSFT solution

d) Service Oriented Architecture (SOA)
- Simple Object Access Protocol (SOAP)
- Web Service, Representational State Transfer (REST)
- WS-Security
- SSL, TLS

e) Electronic Data Interchange (EDI)
- ANSI X.12
- EDIFACT
- IATA Standards
- World Customs Organization (WCO) Data Model
- Financial, Transportation data models

f) Interoperability & Integration
- Web Services standards – SOAP and REST
- Web Services Definition Language (WSDL)
- Business Rules Management Solution
- Enterprise Service Bus
- Encryption/Decryption
- CA-Idm/SM
- Request/Response

Deliverables

Deliverables could include but not limited to:

a) Provide Impact Analysis documents

b) Provide System Requirements Specification (SRS) documents (Word format)

c) Provide Architecture and Design Specification (ADS) documents (Word format)

d) Provide System Use Case (SUC) documents (Word format)

e) Develop Business Processes (REST, EDI, XML, JAVA coding language), Web Service capability (XML and Java coding), Appliance Configuration Modules (IBM DataPower and GatewayScript)

f) Provide test plan, test data, and test result documents (Word and Excel format)

g) Provide weekly status updates in writing supported by meetings / presentations to update the technical authority on progress or delays

h) Prepare and conduct demonstrations, walkthroughs and coaching of other resources including knowledge transfer

i) Provide lessons learned narrative.

TBIPS Category: **P.9 Project Manager**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Assist project management personnel, team leads, technical subject matter experts, end users in project coordination and managing tasks spanning across the CBSA and other government agencies/departments
2. Create, maintain, review and update relevant project documentation and artifacts
3. Maintain documentation on departmental Electronic Document and Records Management Solution (EDRMS)
4. Track and monitor project change requests
5. Provide regular input to periodically update release schedules, project timelines, financial forecasts and other estimates related to a subset of the overall project deliverables
6. Use various desktop tools and office automation software products
7. Communicate orally and in writing with project personnel, technical subject matter experts, team leads and end users on various matters related to projects and various undertakings
8. In collaboration with Project/Team Leads, Portfolio Service Management, document project objectives, budgetary requirements, timeline, roles and responsibilities of team members, deliverables, constraints, etc.
9. Assist and support Team/Project Leader in coordinating projects activities during the development and implementation phases
10. Assist and support Team/Project Leader in managing releases and upgrades to existing applications
11. Ensure project deliverables, those that are relevant to Common and Corporate Systems, are on time, within budget and meet expectations
12. Notify management when issues arise and consult team for corrective actions
13. Identify and monitor risks and constraints
14. Review, monitor and comment on project activities, deliverables and timelines
15. Identify and report to Team/Project Leader any issues and risks
16. Provide regular status reports
17. Participate in reviews and walkthroughs with project team members
18. Organize, lead and facilitate meetings, including the creation of agendas, preparation of material and maintain record of decisions
19. Prepare presentations using MS PowerPoint

20. Prepare schedules using MS Project.

Specialties / Skills

Specialties could include but not limited to:

a) Project Management Professional (PMP) certification or PRINCE2 Practitioner certification

b) PMBOK standards and guidelines

c) Microsoft Project

d) ITIL (Information Technology Infrastructure Library) or ITSM (Information Technology Service Management) certification

e) Microsoft Office Suite (Word, Excel, PowerPoint)

f) Microsoft Visio

g) Adobe Acrobat

h) Project management methodologies

i) Risk management practices

j) Strong written and verbal communication skills.

Deliverables

Deliverables could include but not limited to:

a) Project Overview

b) Impact Statement

c) Constraints and Assumptions

d) Financial Summary

e) Project Approach

f) Project Organization

g) Work Breakdown Structure (WBS)

h) Preliminary Estimates

i) Project Schedule

j) Coordinate the review and provide feedback on Test Plans, Scripts and Use Case

k) Coordinate the review and provide feedback on Architecture Variance

l) Coordinate the review and provide feedback on Business Context Models such as Business Use Case (BUC) models

m) Coordinate the review and provide feedback on Preliminary Options Analysis (POA)

n) Coordinate the review and provide feedback on Conceptual System Design (CSD)

o) Coordinate the review and provide feedback on Technical Design Document (TDD)

p) Coordinate the review and provide feedback on Development Strategy

q) Review documentation according to CBSA’s set of best practices, standards and methodologies

r) Prepare Progress and Status Reports including presentations

s) Risk and Issue tracking.

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

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[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail. Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(*Provided under separate cover*)

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APPENDIX C TO ANNEX A
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

1.0 Mandatory Resource Assessment Criteria:

1.1 A.1 Application/Software Architect - Level 3

Name of Resource: ______________________________

#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.1.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience working as an Application/Software Architect performing at least 15 of the 21 tasks listed in the Statement of Work.		
M.1.1.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience with the design, development, testing, and deployment of large-scale* web-based and distributed applications. *Large scale is defined as: • Scope spans multiple programs and services • User base of 500 users or more		
M.1.1.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience analyzing, designing, integrating and documenting technical architectures, frameworks, strategies and interfaces for enterprise-wide applications.* *An enterprise-wide application is a system that operates in a corporate environment such as a business or government, designed to satisfy the		

Name of Resource: ______________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	needs of a large organization of 1,000 employees or more rather than individual users.		
M.1.1.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience designing Web APIs or Web Services including JavaScript and CSS.		
M.1.1.5	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience in: • exploring and evaluating new technologies • researching industry trends • maintaining current and evolving solutions • leading technical discussions aimed at promoting and adopting technological directions, frameworks, strategies, and development practices and techniques • establishing a long-term vision of web-based applications and the path to get there (roadmap).		

1.2 A.11 Tester - Level 2

Name of Resource: ______________			
#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.2.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as Web Application Software Tester in an IM/IT technical environment performing at least 10 of the 14 tasks listed in the Statement of Work.		
M.1.2.2	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the past 5 years, in the creation of test deliverables, test cases, anticipated results and test plans.		
M.1.2.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience in establishing testing procedures and the use of automated testing tools for: • unit testing • integration testing • regression testing		
M.1.2.4	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience developing automated unit and integration tests for: • Java built web applications • HTML web applications • Web services (SOAP, REST, WEB API)		
M.1.2.5	The Contractor must demonstrate that the proposed resource has experience within the last 10 years working on large scale IT projects* *Large scale IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more		

1.3 A.14 Web Developer (Usability Expert) - Level 3

Name of Resource: ________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	Insert Page # of Resume
M.1.3.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience working as a Web Developer (Usability Expert) performing at least 13 of the 19 tasks listed in the Statement of Work.		
M.1.3.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 8 years, designing web application interfaces for an IM/IT project with 500 users or more.		
M.1.3.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 8 years, developing usability tests, organizing, leading and participating in usability testing, documenting, analyzing results and modifying design accordingly.		
M.1.3.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 8 years, documenting workflow maps and user interfaces.		
M.1.3.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, designing web application interfaces that meet and are in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability*. *A common definition of the WCAG 2.0 standards and guidelines is available at the following sites: https://en.wikipedia.org/wiki/Web_Content_Accessibility_Guidelines https://en.wikipedia.org/wiki/Web_accessibility#Guidelines_on_accessible_web_design		

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1.4 A.7 Programmer/Analyst (CECP) - Level 3

Name of Resource: ______________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.4.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience, within the last 15 years, working as a Programmer/Analyst performing at least 19 of the 28 tasks listed in the Statement of Work.		
M.1.4.2	The Contractor must demonstrate that the proposed resource has a minimum of 7 years of experience, within the last 15 years, in programming using Java.		
M.1.4.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience in designing and building applications using IBM WebSphere Application Server running on Mainframe z/OS or OS/390.		

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1.5 A.7 Programmer/Analyst (Java) - Level 3

Name of Resource: ______________________

#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.5.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience working as a Java Programmer/Analyst performing at least 8 of the 11 tasks listed in the Statement of Work.		
M.1.5.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, designing, developing and implementing RESTful Java Web Services.		
M.1.5.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the past 5 years, developing applications using Java EE 6 or later.		
M.1.5.4	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, developing applications using Java Persistence API.		
M.1.5.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the last 5 years, creating and normalizing relational databases.		
M.1.5.6	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the last 5 years, in developing code that meets and is in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability*. *A common definition of the WCAG 2.0 standards and guidelines is available at the following sites: https://en.wikipedia.org/wiki/Web_Content_Accessibility_Guidelines https://en.wikipedia.org/wiki/Web_accessibility#Guidelines_on_accessible_web_design		

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1.6 A.7 Programmer/Analyst (MS Dynamics) - Level 3

Name of Resource: ____________________________			
#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.6.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, working as an MS Dynamics Programmer/Analyst performing at least 12 of the 17 tasks listed in the Statement of Work.		
M.1.6.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, designing, developing and integrating MS Dynamics applications with other enterprise technologies or applications.		
M.1.6.3	The Contractor must demonstrate that the proposed resource has a Microsoft Dynamics certification 2013 or higher. Note: a copy of the certification must be provided at bid closing.		
M.1.6.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, with the analysis, design and development of web-based applications using C# and JavaScript.		
M.1.6.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the last 5 years, conducting the following: • software analysis • code analysis • requirements analysis • performance analysis • software reviews • system risk analysis • software reliability analysis		

1.7 A.7 Programmer/Analyst (Prod Support) - Level 2

Name of Resource: ______________________________

#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.7.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Programmer Analyst performing at least 17 of the 25 tasks listed in the Statement of Work.		
M.1.7.2	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience within the last 5 years, maintaining and supporting C++ and Java based applications running in a production environment.		
M.1.7.3	The Contractor must demonstrate that the proposed resource has minimum of 2 years of experience, within the last 5 years, maintaining, supporting and administering the day-to-day operations of high availability* applications. *A high availability application is defined as a system which is expected to operate reliably for 24 hours per day, 365 days per year. With the exception of planned outages, the minimum acceptable availability ratio is 95% per year, whereas 99% is desirable.		
M.1.7.4	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience providing production support on an EDI IT application that uses: • IBM MQSeries • EDI using message standards ANSI ASC X12 EDI or UN/EDIFACT		
M.1.7.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience utilizing a DB2 database.		

M.1.7.6	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience deploying applications on IBM’s WebSphere Application Server running Microsoft Windows and IBM Mainframe OS/390 environment.		

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1.8 A.7 Programmer/Analyst (UI) - Level 3

Name of Resource: ______________________________

#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.8.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience working as a JavaScript or ECMAScript Programmer/Analyst performing at least 8 of the 12 tasks listed in the Statement of Work.		
M.1.8.2	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the past 5 years, designing, developing and implementing applications based on the ECMAScript 5.1 or later scripting-language.		
M.1.8.3	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, designing, developing and implementing applications based on the HTML5 markup language.		
M.1.8.4	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience developing applications using React and a minimum of 6 months of experience using Redux JavaScript libraries.		
M.1.8.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, in developing code that meets and is in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability*. *A common definition of the WCAG 2.0 standards and guidelines is available at the following sites:https://en.wikipedia.org/wiki/Web_Content_Accessibility_Guidelines https://en.wikipedia.org/wiki/Web_accessibility#Guidelines_on_accessible_web_design		

1.9 A.8 System Analyst - Level 3

Name of Resource: ________________________________

#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.9.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience, within the last 15 years, working as a System Analyst performing at least 10 of the 15 tasks listed in the Statement of Work.		
M.1.9.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, in evaluating business requirements and preparing detailed system specifications for the development of web-based applications serving 250 users or more.		
M.1.9.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, undertaking and leading option analysis exercise including: • researching viable solutions • assessing and evaluating possible alternatives • determining which option appears to be most effective at providing the best solution • presenting the results of the option analysis and the recommendation to management • preparing cost benefit analysis		
M.1.9.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, undertaking, leading and documenting User Stories and/or System Use Cases to describe the interaction between the software and users.		
M.1.9.5	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of project experience in using a recognized system development lifecycle methodology (SDLC) such as Waterfall, Agile, Iterative, Incremental, Lean, Spiral, etc.		

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Name of Resource: ______________________________			
#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.9.6	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience designing interfaces and end-to-end business processes for integrated applications using enterprise technology and/or commercial off-she-shelf software products.		

1.10 B.14 Technical Writer - Level 2

Name of Resource: ____________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.10.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, working as a Technical Writer in an IM/IT environment performing at least 6 of the 9 tasks listed in the Statement of Work.		
M.1.10.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, in the development and maintenance of instructional documentation such as User's Guide, step-by-step installation instructions, training manuals and Standard Operating Procedures (SOPs).		
M.1.10.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, working with technical resources to document the processes and procedures of IT applications and systems.		
M.1.10.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, using Microsoft office products including: • Word • PowerPoint • Excel • MS Visio		

1.11 I.7 Platform Analyst (B2B) - Level 2

Name of Resource: ___________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	**Insert page # of resume**
M.1.11.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Platform Analyst performing at least 16 of the 23 tasks listed in the Statement of Work.		
M.1.11.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience designing, developing and implementing Business to Business (B2B) solutions* within the last 10 years. *A B2B solution is defined as facilitating the capture and sharing of electronic information exchanged between one business and another.		
M.1.11.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience developing B2B solutions using each of the following: • XML (Extensible Markup Language) • Java (J2EE) • Web Services (REST or SOAP)		
M.1.11.4	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience with each of the following: • MQ messaging • DB2 • Data Modeling		

1.12 I.7 Platform Analyst (Data Power) - Level 2

Name of Resource: ____________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	Insert Page # of Resume
M.1.12.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Platform Analyst performing at least 15 of the 22 tasks listed in the Statement of Work.		
M.1.12.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, designing, developing and implementing Business to Business (B2B) solutions*. *A B2B solution is defined as to facilitate the capture and sharing of electronic information exchanged between one business and another.		
M.1.12.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience in developing B2B solutions using each of the following: • XML (Extensible Markup Language) • Java (J2EE) • Web Services (REST or SOAP) • IBM DataPower (GatewayScript)		
M.1.12.4	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, with each of the following: • MQ messaging • JMS messaging • DB2 • Data Modeling		

1.13 P.9 Project Manager (BPA & B2B) - Level 2

Name of Resource:			
#	**Mandatory Technical (MT) Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.13.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Project Manager performing at least 13 of the 20 tasks listed in the Statement of Work.		
M.1.13.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, in managing IT projects* and providing IT project management support including performing the following functions: • Conduct and organize project start-up activities • Participate in options and cost benefit analysis • Determine and identify tasks and deliverables • Develop and maintain project schedules • Prepare budgetary estimates • Oversee and coordinate project activities • Monitor and track project activities and deliverables • Prepare progress reports including identifying risks and issues • Organize and facilitate meetings, walkthroughs, presentations, training sessions to different type of audience, for example, technical, non-technical and senior management • Develop, review and maintain project documentation including periodic status/progress reports. *IT project is defined as:		

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Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	• Scope spans multiple programs and services • User base of 500 users or more		
M.1.13.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 5 years, using a change management process to track, coordinate and implement system enhancements.		
M.1.13.4	The Contractor must demonstrate that the proposed resource has experience managing multiple IT projects with similar timelines and competing priorities and working collaboratively with other project management personnel from other areas of the organization.		
M.1.13.5	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 5 years, developing and providing presentations to project personnel including senior management and end-users.		

2.0 Point Rated Resource Assessment Criteria:

2.1 A.1 Application/Software Architect – Level 3

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.1.1	The Contractor should demonstrate that the proposed resource has over and above the minimum 10 years of experience required in M.1.1.1 working as an Application/Software Architect.	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.1.2	The Contractor should demonstrate that the proposed resource has experience as an Application/Software Architect working on at least three (3) large scale IT projects*. *Large scale IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more	1 project = 2 points 2 projects = 4 points 3 projects = 6 points	6	
R.2.1.3	The Contractor should demonstrate that the proposed resource has over and above the minimum of 5 years of experience required in M.1.1.3 analyzing, designing, integrating and documenting technical architectures, frameworks, strategies and interfaces for enterprise-wide solutions/systems.	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.1.4	The Contractor should demonstrate that the proposed resource has experience preparing and presenting technical material to senior	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	

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Name of Resource: ________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	management.			
R.2.1.5	The Contractor should demonstrate that the proposed resource has experience in facilitating group discussions with technical team members and client representatives on application design considerations.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.1.6	The Contractor should demonstrate that the proposed resource has experience preparing and designing architectural artifacts using tools such as Rational Rose, Magic Draw, TogetherJ, Balsamiq, Visio or Enterprise Architect.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.1.7	The Contractor should demonstrate that the proposed resource has experience working on IT related projects using the Rational Unified Process (RUP) for the design of enterprise-wide applications. *An enterprise-wide application is a system that operates in a corporate environment such as a business or government, designed to satisfy the needs of a large organization of 1,000 employees or more rather than individual users.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
		Total Available points:	42	
		Minimum Total Overall Points Required to be declared responsive:	25	
		Total achieved:		

2.2 A.11 Tester – Level 2

Name of Resource: ____________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.2.1	The Contractor should demonstrate that the proposed resource has over and above the minimum 5 years of experience required in M.1.2.1 working as Web Application Software Tester in an IM/IT technical environment.	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.2.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 3 years required in M.1.2.2 in creating test deliverables, test cases, anticipated results and test plans.	3+ to 5 years = 2 points 5+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.2.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 3 years required in M.1.2.3 using automated testing tools.	3+ to 5 years = 2 points 5+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.2.4	The Contractor should demonstrate that the proposed resource has experience working with: • HP Quality Center • Selenium automated testing tool	5 points for each test automated tool/product	10	
		Total Available points:	28	
		Minimum Total Overall Points Required to be declared responsive:	16	
		Total achieved:		

2.3 A.14 Web Developer (Usability Expert) – Level 3

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.3.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 10 years required in M.1.3.1 as a Web Developer (Usability Expert).	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.3.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.3.2 designing web application interfaces for an IM/IT project with 500 users or more.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.3.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.3.3 developing usability tests, organizing, leading and participating in usability testing, documenting, analyzing results and modifying design accordingly.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.3.4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.3.4 documenting workflow maps and user interfaces.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	

R.2.3.5	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.3.5 designing web application interfaces that meet and are in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.3.6	The Contractor should demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, developing applications using React libraries.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
Total Available points:			36	
Minimum Total Overall Points Required to be declared responsive:			22	
Total achieved:				

2.4 A.7 Programmer/Analyst (CECP) – Level 3

Name of Resource: ______________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.4.1	The Contractor should demonstrate that the proposed resource has over and above the minimum 7 years of experience required in M.1.4.2 working as a Programmer/Analyst.	7+ to 10 years = 2 points 10+ to 13 years = 4 points 13+ years = 6 points	6	
R.2.4.2	The Contractor should demonstrate that the proposed resource has over and above the minimum 5 years of experience required in M.1.4.3 designing and building applications using IBM WebSphere Application Server running on Mainframe z/OS or OS/390.	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.4.3	The Contractor should demonstrate that the proposed resource has experience in designing, developing and implementing Object-Oriented systems and Object Oriented (OO) n-tier applications using OO tools such as Unified Modeling Language (UML) and Rational Unified Process (RUP).	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.4.4	The Contractor should demonstrate that the proposed resource has experience in using and supporting web frameworks in Java.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	

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R.2.4.5	The Contractor should demonstrate that the proposed resource has experience designing and developing applets using HyperText Markup Language (HTML), Servlets and JavaServer Pages / JavaServer Faces (JSP/JSF).	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.4.6	The Contractor should demonstrate that the proposed resource has experience designing, building and supporting Java 2 Platform, Enterprise Edition (J2EE) applications. Technologies used must include **ALL** of the following: • JavaServer Pages (JSP) • Servlets • Enterprise Java Beans (EJB) • Extensible Markup Language (XML) • Web services	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
		Total Available points:	36	
		Minimum Total Overall Points Required to be declared responsive:	22	
		Total achieved:		

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2.5 A.7 Programmer/Analyst (Java) – Level 3

Name of Resource: ____________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.5.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 10 years of experience required in M.1.5.1 as a Java Programmer/Analyst.	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.5.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M1.5.2 designing, developing and implementing RESTful Java Web Services.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.5.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 3 years required in M.1.5.3 developing applications using Java EE 6 or later.	3+ to 4 years = 2 point 4+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.5.4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.5.4 developing applications using Java Persistence API.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
R.2.5.5	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.5.5 creating and normalizing relational databases.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	

Name of Resource: ____________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.5.6	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.5.6, in developing code that meets and is in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
R.2.5.7	The Contractor should demonstrate that the proposed resource has experience in testing, designing, and developing automated tests using Java (JUnit).	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
		Total Available points:	42	
		Minimum Total Overall Points Required to be declared responsive:	25	
		Total achieved:		

2.6 A.7 Programmer/Analyst (MS Dynamics) – Level 3

Name of Resource: ________________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.6.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.6.1 working as an MS Dynamics Programmer/Analyst.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.6.2	The Contractor should demonstrate that the proposed resource has worked as an MS Dynamics Programmer/Analyst on two (2) projects serving a user base of more than 250 users. Note: individual points will be awarded for each of the two (2) projects	Project #1 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points Project #2 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points	12	
R.2.6.3	The Contractor should demonstrate that the proposed resource has obtained MS Dynamics 2015 certification. Note: a copy of the certification should be provided.	MS Dynamics 2015 certification = 3 points	3	

R.2.6.4	The Contractor should demonstrate that the proposed resource has at least 5 years of programming experience with the following languages: • C# • JavaScript • SQL	2 points per language up to a maximum of 6 points	6	
R.2.6.5	The Contractor should demonstrate that the proposed resource has experience conducting and executing regression and user acceptance tests.	1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ years = 6 points	6	
		Total Available points:	33	
		Minimum Total Overall Points Required to be declared responsive:	20	
		Total achieved:		

2.7 A.7 Programmer/Analyst (Prod Support) – Level 2

Name of Resource: ___________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.7.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.7.3 maintaining, supporting and administering the day-to-day operations of high availability* applications.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.7.2	The Contractor should demonstrate that the proposed resource has experience in C++ version 6.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
R.2.7.3	The Contractor should demonstrate that the proposed resource has a minimum of 2 years of experience in liaising and communicating both verbally and in writing with clients and other technical resources in the context of providing operational support as outlined below: • addressing system malfunctions • providing status and progress reports • obtaining clarification and additional details on the behavior of the system • communicating unplanned and scheduled outages • installation of fixes and patches • handling ad-hoc requests	2+ to 4 years = 4 points 4+ to 6 years = 8 points 6+ years = 12 points	12	

Name of Resource: ____________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	• coaching/training • knowledge transfer • producing technical documents such as release notes, FAQs, installation instructions.			
R.2.7.4	The Contractor should demonstrate that the proposed resource has experience utilizing SMART Ticket Process in a production support role.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.7.5	The Contractor should demonstrate that the proposed resource has experience performing metric analysis or statistical analysis based on incident management in a production support environment.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
		Total Available points:	36	
		Minimum Total Overall Points Required to be declared responsive:	22	
		Total achieved:		

2.8 A.7 Programmer/Analyst (UI) – Level 3

Name of Resource: ________________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.8.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 10 years required in M.1.8.1 as a JavaScript or ECMAScript Programmer/Analyst.	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.8.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 3 years required in M.1.8.2 designing, developing and implementing applications based on the ECMAScript 5.1 or later scripting-language.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.8.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.8.3 designing, developing and implementing applications based on the HTML5 markup language.	2+ to 3 years = 4 points 3+ years = 6 points	6	
R.2.8.4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.8.4 developing applications using React JavaScript libraries.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	

R.2.8.5	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.8.5, in developing code that meets and is in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
		Total Available points:	30	
		Minimum Total Overall Points Required to be declared responsive:	18	
		Total achieved:		

2.9 A.8 System Analyst – Level 3

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.9.1	The Contractor should demonstrate that the proposed resource has over and above the minimum 10 years required in M.1.9.1 working as a System Analyst.	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.9.2	The Contractor should demonstrate that the proposed resource has worked as a System Analyst on three (3) IT projects with the purpose of delivering web-based applications to more than 250 users. Note: individual points will be awarded for each of the three (3) projects	**Project #1** 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points **Project #2** 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points **Project #3** 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points	18	
R.2.9.3	The Contractor should demonstrate that the proposed resource has experience with the ITIL (Information Technology Infrastructure Library) framework including ITIL processes and best practices.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.9.4	The Contractor should demonstrate that the proposed resource has experience working on horizontal initiatives or IT projects that span across more than one Government department.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.9.5	The Contractor should demonstrate that the proposed resource has a working knowledge of the following applications: • MS Excel • MS PowerPoint • MS Project • MS Word • MS Visio	2 points per application up to a maximum of 10 points	10	
R.2.9.6	The Contractor should demonstrate that the proposed resource has over and above the minimum of 5 years required in M.1.9.6 designing interfaces and end-to-end business processes for integrated applications using enterprise technology and/or commercial off-she-shelf software products.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
Total Available points:			52	
Minimum Total Overall Points Required to be declared responsive:			31	
Total achieved:				

[illegible] - Released under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'accès à l'information.

2.10 B.14 Technical Writer – Level 2

Name of Resource: ____________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.10.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.10.1 working as a Technical Writer in an IM/IT environment.	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.10.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.10.2 developing and maintaining instructional documentation such as User's Guide, step-by-step installation instructions, training manuals and Standard Operating Procedures (SOPs).	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.10.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.10.3 working with technical resources to document the processes and procedures of IT applications and systems.	5+ to 7 years = 2 points 8+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.10.4	The Contractor should demonstrate that the proposed resource has experience working as Technical Writer with a development team that is leveraging and using the	1 point for each programming language or software product up to a maximum of 10 points	10	

Name of Resource: ___________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	following programming languages and software products: • HTML • CSS • JavaScript • JSP • Adobe LifeCycle • ASP • PowerScipt • OpentText GCDocs • SAP Enterprise Resource Planning • XML • JIRA • Java • Moodle • MS Dynamics • Questionmark • IBM DataPower • IBM MQ			
R.2.10.5	The Contractor should demonstrate that the proposed resource has experience editing technical documentation for web-based applications designed in Java.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.10.6	The Contractor should demonstrate that the proposed resource has experience with the ITIL (Information Technology	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	

Name of Resource: ___________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	Infrastructure Library) framework including ITIL processes and best practices.			
R.2.10.7	The Contractor should demonstrate that the proposed resource has a specialized certification or diploma in Technical Writing and/or Communication. Note: a copy of the certification or diploma should be provided.	Certification or Diploma = 5 points	5	
		Total Available points:	45	
		Minimum Total Overall Points Required to be declared responsive:	27	
		Total achieved:		

2.11 I.7 Platform Analyst (B2B) – Level 2

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.11.1	The Contractor should demonstrate that the proposed resource has experience implementing B2B solutions using the IBM Sterling B2B Integrator (SBI) COTS product.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.11.2	The Contractor should demonstrate that the proposed resource has experience with IBM WebSphere (J2EE) application server.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.11.3	The Contractor should demonstrate that the proposed resource has experience integrating IBM Sterling B2B Integrator (SBI) Business Processes using Web Service.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.11.4	The Contractor should demonstrate that the proposed resource has experience with Java programming using REST (Representational State Transfer) or SOAP (Simple Object Access Protocol) technologies.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.11.5	The Contractor should demonstrate that the proposed resource has experience analyzing, developing or enhancing an EDI IT application using MQ Series.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.11.6	The Contractor should demonstrate that the proposed resource has experience within the last 10 years working on large scale IT projects* *Large scale IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
		Total Available points:	36	
		Minimum Total Overall Points Required to be declared responsive:	22	
		Total achieved:		

2.12 I.7 Platform Analyst (Data Power) – Level 2

Name of Resource: ______________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.12.1	The Contractor should demonstrate that the proposed resource has experience implementing B2B solutions using the IBM Data Power product.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.2	The Contractor should demonstrate that the proposed resource has experience with IBM WebSphere (J2EE) application server.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.3	The Contractor should demonstrate that the proposed resource has experience integrating IBM Data Power Business Processes using Multi-protocol Adapters or IBM Transformation Extender.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.4	The Contractor should demonstrate that the proposed resource has experience with Gateway Script (ECMAScript and CommonJS) programming within IBM Data Power.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	

R.2.12.5	The Contractor should demonstrate that the proposed resource has experience with Java programming using REST (Representational State Transfer) or SOAP (Simple Object Access Protocol) technologies.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.6	The Contractor should demonstrate that the proposed resource has experience analyzing, developing or enhancing an EDI IT application using MQ Series and/or JMS.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.7	The Contractor should demonstrate that the proposed resource has experience within the last 10 years working on large scale IT projects* *Large scale IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
		Total Available points:	42	
		Minimum Total Overall Points Required to be declared responsive:	25	
		Total achieved:		

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AIPRP - Divulgué en vertu de la Loi sur l'Accès à l'information.

2.13 P.9 Project Manager (BPA & B2B) – Level 2

Name of Resource: ____________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.13.1	The Contractor should demonstrate that the proposed resource has experience in leading Information Technology (IT) projects.	3 projects = 2 points 4 projects = 4 points 5 projects = 6 points	6	
R.2.13.2	The Contractor should demonstrate that the proposed resource has experience working on horizontal initiatives or IT projects that span across more than one Government department.	1 project = 2 points 2 projects = 4 points 3 projects = 6 points	6	
R.2.13.3	The Contractor should demonstrate that the proposed resource has obtained a university degree or college diploma in project management, business administration, or computer science. A copy of the degree or diploma should be provided.	no degree or diploma = 0 points degree or diploma = 6 points	6	
R.2.13.4	The Contractor should demonstrate that the proposed resource has experience with both the Agile and Waterfall project management methodologies.	Agile = 3 points Waterfall = 3 points	6	

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

R.2.13.5	The Contractor should demonstrate that the proposed resource has at least 5 years of experience working with: • MS Excel • MS PowerPoint • MS Project • MS Word • MS Visio	2 points per application up to a maximum of 10 points	10	
R.2.13.6	The Contractor should demonstrate that the proposed resource has experience with the ITIL (Information Technology Infrastructure Library) including best practices and guidelines.	2+ to 4 years = 3 points 4+ years = 6 points	6	
R.2.13.7	The Contractor should demonstrate that the proposed resource has completed a Project Management Professional certification. A copy of the certification should be provided.	PMP certification or PRINCE2 Practitioner certification = 6 points	6	
Total Available points:			46	
Minimum Total Overall Points Required to be declared responsive:			27	
Total achieved:				

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE - [English or Bilingual or French]

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are

[Option 1 - Unilingual English] fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

[Option 2 - Bilingual] fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

[Option 3 - Unilingual French] fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

______________________________	______________
Print name of authorized individual & sign above	Date

ANNEX B
BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period

March 4, 2019 to March 3, 2021

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
Application/Software Architect	**Level 3**	[redacted]	[redacted]
Tester	**Level 2**	[redacted]	[redacted]
Web Developer (Usability Expert)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (CECP)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (JAVA)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (MS Dynamics)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (Prod Support)	**Level 2**	[redacted]	[redacted]
Programmer/Analyst (UI)	**Level 3**	[redacted]	[redacted]
System Analyst	**Level 3**	[redacted]	[redacted]
Technical Writer	**Level 2**	[redacted]	[redacted]
Platform Analyst (B2B)	**Level 2**	[redacted]	[redacted]
Platform Analyst (Data Power)	**Level 2**	[redacted]	[redacted]
Project Manager	**Level 2**	[redacted]	[redacted]

OPTION PERIODS:

Option Period 1

March 4, 2021 to March 3, 2023

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
Application/Software Architect	**Level 3**	[redacted]	[redacted]
Tester	**Level 2**	[redacted]	[redacted]
Web Developer (Usability Expert)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (CECP)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (JAVA)	**Level 3**	[redacted]	[redacted]

[illegible] the Access to Information Act
ATIP - Divulgation en vertu de la Loi sur l'Accès à l'information.

Programmer/Analyst (MS Dynamics)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (Prod Support)	**Level 2**	[redacted]	[redacted]
Programmer/Analyst (UI)	**Level 3**	[redacted]	[redacted]
System Analyst	**Level 3**	[redacted]	[redacted]
Technical Writer	**Level 2**	[redacted]	[redacted]
Platform Analyst (B2B)	**Level 2**	[redacted]	[redacted]
Platform Analyst (Data Power)	**Level 2**	[redacted]	[redacted]
Project Manager	**Level 2**	[redacted]	[redacted]

Option Period 2 **March 4, 2023 to March 3, 2025**			
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**	
		Year 1	**Year 2**
Application/Software Architect	**Level 3**	[redacted]	[redacted]
Tester	**Level 2**	[redacted]	[redacted]
Web Developer (Usability Expert)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (CECP)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (JAVA)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (MS Dynamics)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (Prod Support)	**Level 2**	[redacted]	[redacted]
Programmer/Analyst (UI)	**Level 3**	[redacted]	[redacted]
System Analyst	**Level 3**	[redacted]	[redacted]
Technical Writer	**Level 2**	[redacted]	[redacted]
Platform Analyst (B2B)	**Level 2**	[redacted]	[redacted]
Platform Analyst (Data Power)	**Level 2**	[redacted]	[redacted]
Project Manager	**Level 2**	[redacted]	[redacted]

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(Provided under separate cover)

COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
1000341679

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA

2. Branch or Directorate / Direction générale ou Direction: ISTB/BASD

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail: Establish a multi-year IT Professional Services supply arrangement for the use of the Business Process Automation, Business to Business and Custom Platform section.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☑	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

[illegible] - Released under the Access to Information Act
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COMMON-PS-SRCL#19

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
1000341689

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
☑ No / Non ☐ Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ____________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No / Non ☐ Yes / Oui

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
1000341689

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

COMMON-PS-SRCL#19

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat 1000341679
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) ERIC CARRIÈRE	Title - Titre MANAGER, ISTB		Signature
Telephone No. - N° de téléphone (343) 291-5329	Facsimile No. - N° de télécopieur (866) 335-3237	E-mail address - Adresse courriel ERIC.CARRIERE@CBSA-ASFC.GC.CA	Date April 19, 2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Stephane Lafontaine	Title - Titre Security Specialist		Signature
Telephone No. - N° de téléphone 343 291 7776	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Stephane.Lafontaine@CBSA-ASFC.gc.ca	Date 19.4.2018

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Mansour, Silvana Digitally signed by Mansour, Silvana Date: 2018.06.21 15:32:25 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques0 Date: [illegible] -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABLITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex ______;
    b. *Industrial Security Manual* (Latest Edition).

ADDITIONAL SECURITY REQUIREMENT:

The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting* will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Services and Procurement Canada's (PSPC) "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

Fees are applicable. Fingerprinting will be at the Contractor's cost.

***** Contractor and its personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified Information\assets are kept.***

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

123861098PG0001
Veritaaq Technology House Inc.
1111 Prince of Wales Drive
Suite 100
Ottawa
Ontario
K2C3T2
Canada

Title - Sujet
Omnibus (BPA, B2B, CECP) IT Profess

Contract No. - N° du contrat
47419-251689/001/EL

Amendment No. - N° Modif
003

Client Reference No. - N° de référence du client
1000341689

Date
2021-02-01

Requisition Reference No. - N° de la demande
47419-251689

File No. - N° de dossier
606el.47419-251689

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
16TH FLOOR
NORTH RIVER ROAD TW B
OTTAWA
Ontario
K1A0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Mansour, Silvana

Buyer Id - Id de l'acheteur
606el

Telephone No. - N° de téléphone
(613) 858-9935 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$4,522,500.00

Revised estimated cost
Coût révisé estimatif
$8,127,500.21

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

This amendment number 003 is raised to exercise option period 1 of contract and increase the limitation of expenditures accordingly. It is also raised to execute an administrative amendment regarding the Contractor's Representative. Articles 6 and 7 (d) of the contract are amended as follows:

At Page 1:

DELETE: The total estimated cost is: $3,605,000.21

INSERT: The total estimated cost is: $8,127,500.21

AT Article 6. Contract Period

DELETE:

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on March 4, 2019 and ends two years later on March 3, 2021; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

INSERT:

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on March 4, 2019 and ends two years later on March 3, 2023; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

AT Article 7. Authorities

DELETE:

(d) **Contractor's Representative**

Title: Director of Proposals
Organization: Veritaaq Technology House Inc.
Address: 1111 Prince of Wales Drive, Suite 100, Ottawa, ON K2C 3T2

[illegible] under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

INSERT:

(d) **Contractor's Representative**

Name: [redacted]
Title: Director of Proposals
Organization: Veritaaq Technology House Inc.
Address: 1111 Prince of Wales Drive, Suite 100, Ottawa, ON K2C 3T2
Telephone: [redacted]
E-mail address: [redacted]

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet
RFP Omnibus ITSCD risk Management

Contract No. - N° du contrat 47419-193674/001/EL	**Amendment No. - N° Modif** 001
Client Reference No. - N° de référence du client 1000343674	**Date** 2021-10-12

Requisition Reference No. - N° de la demande
47419-193674

File No. - N° de dossier 642el.47419-193674	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
355 River Rd, Ottawa, ON K1A 0L8

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
Vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
895004067PG0001
IBISKA Telecom Inc.
130 Albert Street
Suite 1500
Ottawa
Ontario
K1P5G4
Canada

Address Enquiries to: - Adresser toutes questions à: Huot, Alain	**Buyer Id - Id de l'acheteur** 642el
Telephone No. - N° de téléphone (819) 665-7395 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost **Coût révisé estimatif** $9,278,936.00	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre

Canada

Contract Amendment 001 is raised to:

-Make changes under the Security requirement and
-Replace the Security Requirements Check List (SRCL)

---

1. At Article 6 of the Contract, under Contract Period:

DELETE: in its entirety

INSERT:

The following security requirements (SRCL Common # 19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement EN578-170432-139EI, applies to and forms part of the Contract.

Security requirement for Canadian supplier: Public Service and Procurement Canada file #common-professional services security requirement check list #19

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid facility security clearance at the level of **secret**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status or secret** as required, granted or approved by the CSP, PWGSC
3. The contractor/offeror **must not** remove any **protected/classified** information from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
5. The contractor/offeror must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex ....
    b. Contract Security Manual (latest edition)

Security Requirement Check Lists (SRCL) / Additional CBSA Security Requirement

The vendor must hold the appropriate level of facility security clearance and (if required) document safeguarding capability issued by the CSP/ISS/PSPC:

- Contract Security Program (CSP)
- Industrial Security Program (ISS)
- Public Services and Procurement Canada (PSPC)

The CBSA will conduct additional security verifications as per the Treasury Board Secretariat of Canada's (TBS) Security and Contracting Management Standard and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. CBSA assessment includes internal databases checks performed by an authorized official with CBSA's "Personnel Security Screening Unit". Therefore, each proposed resources must complete the electronic CBSA Personnel Screening, Consent and Authorization Form.

[illegible] under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

*Fees are applicable. Fingerprinting will be at the vendor's cost.

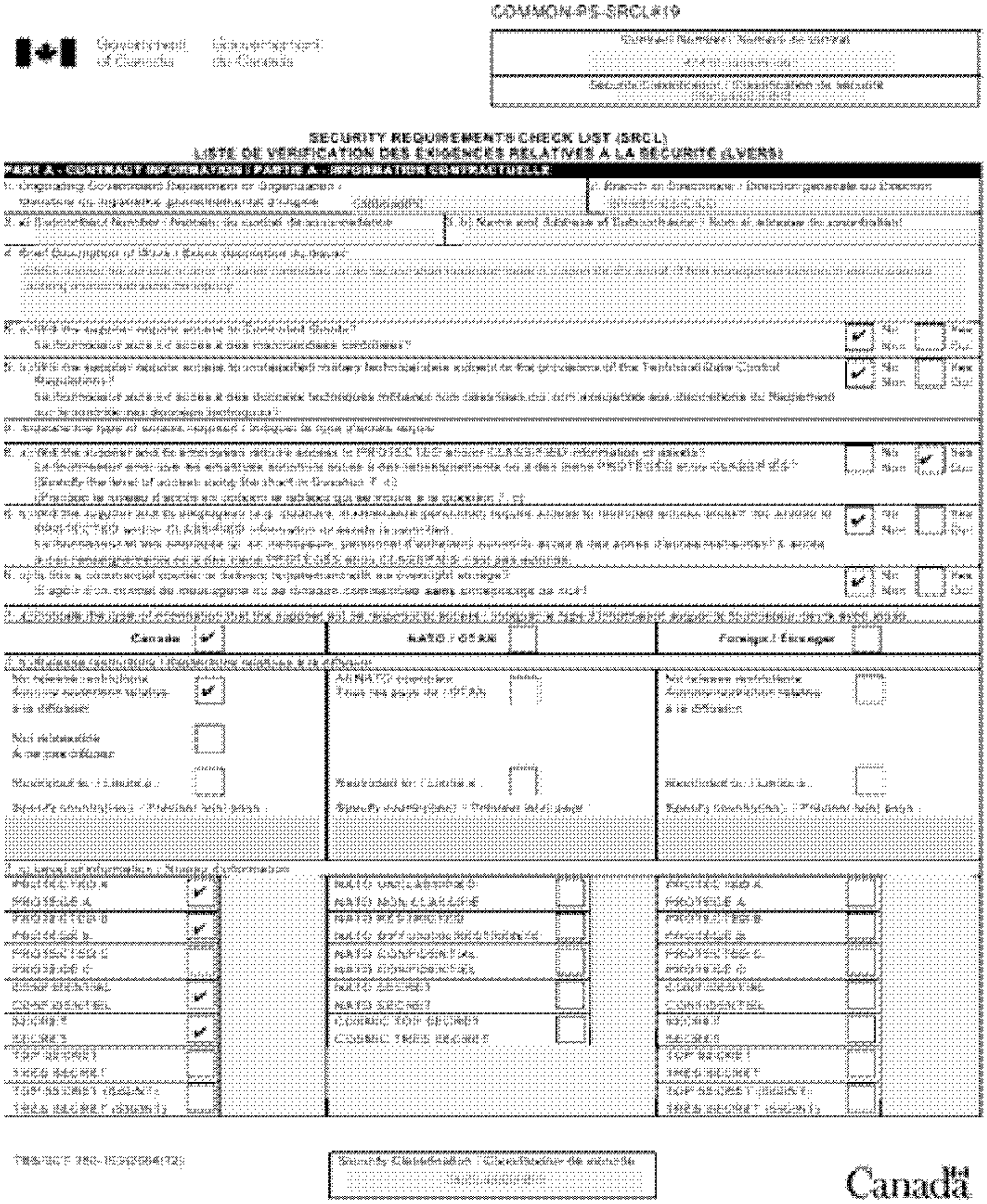
2. At Annex C:

DELETE: in its entirety

INSERT:

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
[illegible]

Security Classification / Classification de sécurité
[illegible]

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: [illegible]

2. Branch or Directorate / Direction générale ou Direction: [illegible]

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
[illegible]

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A ☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☑	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
[illegible]

Canada

[illegible] under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

Government of Canada / Gouvernement du Canada

COMMON-PS-SRCL#

Contract Number / Numéro du contrat
[illegible]

Security Classification / Classification de sécurité
[illegible]

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
☑ No / Non ☐ Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☐ CONFIDENTIAL / CONFIDENTIEL
☑ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

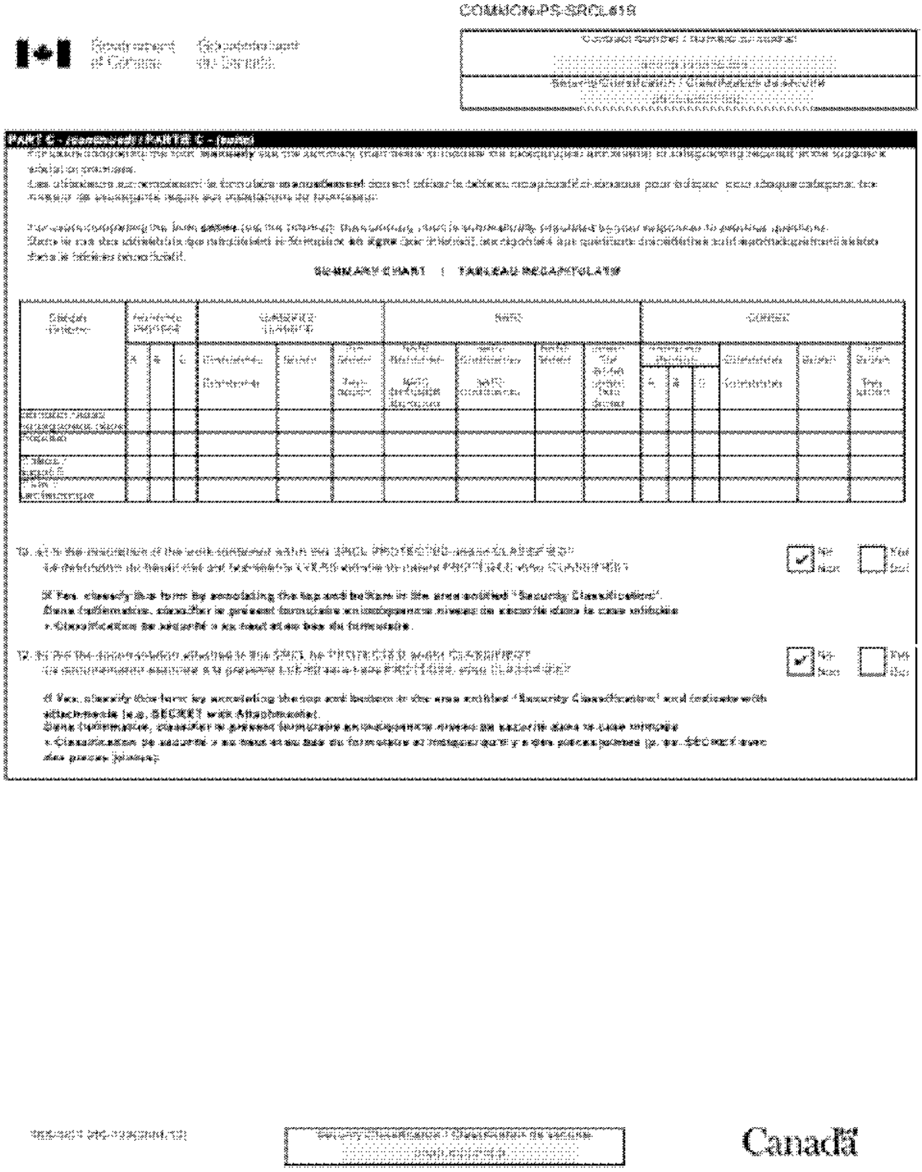
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No / Non ☐ Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
[illegible]

Canada



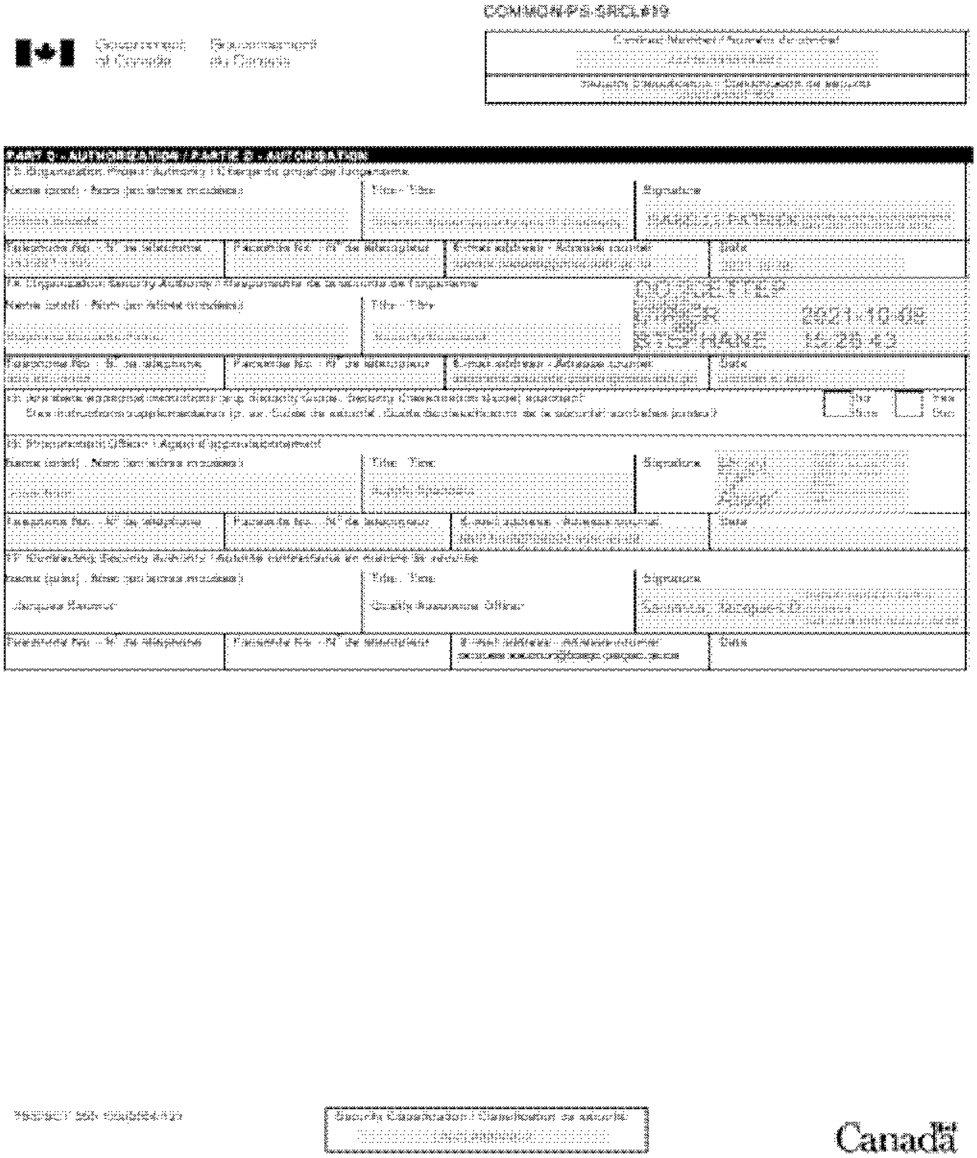
COMMON-PS-SRCL#19

PART C - (continued) / PARTIE C - (suite)

SUMMARY CHART / TABLEAU RÉCAPITULATIF

13. ☑ No / Non ☐ Yes / Oui

14. ☑ No / Non ☐ Yes / Oui



COMMON-PS-SRCL#19

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet
TBIPS IT Services EDW & BI

Contract No. - N° du contrat
47419-223800/001/EL

Date
2019-07-08

Client Reference No. - N° de référence du client
1000343800

Requisition No. - N° de la demande
47419-223800

File No. - N° de dossier
637el.47419-223800

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
192060080 2001/30700

GST/HST
TPS/TVH

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

Signature
Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
869631606PG0001
EMERION
368 Dalhousie Street
Suite 200
Ottawa
Ontario
K1N7G3
Canada

Address Enquiries to: - Adresser toutes questions à:
Bitsene, Marlene

Buyer Id - Id de l'acheteur
637el

Telephone No. - N° de téléphone
(613) 858-9976 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$2,745,050.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

A.7 PROGRAMMER ANALYST (COGNOS DEVELOPER) – LEVEL 3
I.11 TECHNOLOGY ARCHITECT (DATA WAREHOUSE) – LEVEL 2
I.3 DATABASE ANALYST (EDW & BI) – LEVEL 3
I.5 IM ARCHITECT (EDW & BI) – LEVEL 3
P.9 PROJECT MANAGER – LEVEL 2

FOR
CANADA BORDER SERVICES AGENCY (CBSA)

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List of Annexes to the Resulting Contract:
Annex A Statement of Work
Annex B Basis of Payment
Annex C Security Requirements Check List

1. Requirement

(a) Emerion (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency.

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

   (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

   (ii) When a Task Authorization is issued, Canada will use a rotational method to allocate the draft Task Authorizations where the rotation is based on the ranking obtained by the Contractor during the Bid Solicitation.

   (iii) Canada will send the first TA to the first ranked Contractor, the second TA to the second ranked Contractor. This rotational process will be repeated for each subsequent series of TAs issued by Canada.

   (iv) The Contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

   (v) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the next-ranked Contractor. In the event that Canada determines the proposed

resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the Contractor propose another resource and the Contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the Contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next-ranked Contractor.

(vi) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other contractors in that same Workstream.

(vii) The process of sending out a draft TA will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(viii) Any of the contractors may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Technical Authority and the Contracting Authority that it is again available to perform additional tasks.

(ix) If it is found that the allocation process described at part (ii) above has resulted in the award of a disproportionate dollar value of work between the Contractors, the Contractors agree that Canada, in its sole discretion, may deviate from the allocation process and issue TAs in the manner required to re-establish a proportional allocation.

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B of Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the categories of resources and the number required;

(D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(E) the start and completion dates;

(F) any option(s) to extend initial end date (if applicable);

(G) milestone dates for deliverables and payments (if applicable);

(H) the number of person-days of effort required;

(I) whether the work requires on-site activities and the location;

(J) the language profile of the resources required;

(K) the level of security clearance required of resources;

(L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(M) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to 300,000.00 (excluding Applicable Taxes), the TA must be signed by the Technical Authority; and

(ii) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

- (iii) Each report must contain the following information for each validly issued TA (as amended):
    - (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
    - (B) a title or a brief description of each authorized task;
    - (C) the name, Resource and level of each resource involved in performing the TA, as applicable;
    - (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
    - (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
    - (F) the start and completion date for each authorized task; and
    - (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):
    - (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
    - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex A.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

- (i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and
- (ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

  apply to and form part of the Contract.

5. Security Requirement

The following security requirements (SRCL # 19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABLITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.

3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor must comply with the provisions of the:
   a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
   b. *Industrial Security Manual* (Latest Edition).

ADDITIONAL CBSA SECURITY REQUIREMENT:

(a) The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Bidder and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the "Policy on Government Security – Personnel Security Standard", irrespective of whether such assessment has already been conducted under any such policies. Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section"(PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

(b) For each proposed resources, the Bidder should submit a complete signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (https://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.asp) with their bid. If not provided with the bid, the Bidder must provide it upon request and in the timeframe stated by the Contracting Authority (prior to Contract Award).

(c) Until the credit check, fingerprinting and all other security screening processes required by this Request for Proposal have been completed and the recommended Bidder and the proposed personnel is deemed suitable by the CBSA, no contract will be awarded and the recommended Bidder personnel will not be permitted access to Protected / Classified information or assets, and will not be permitted to enter sites where such information or assets are kept.

(d) In the event the recommended Bidder is not deemed suitable following the security screening process required by the CBSA, the said recommended Bidder's bid will be deemed non-compliant and the next ranked Bidder will be contacted. If only one bid was obtained and the recommended Bidder does not meet the security requirement, then, the Contracting Authority will determine the next steps in order to ensure all requirements are met.

*Fees are applicable. Fingerprinting will be at the Bidder's cost.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two years later; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional two-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Marlene Bitsene
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 11 Laurier St., Gatineau, Québec
Telephone: 613-858-9976
E-mail address: marlene.bitsene@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Nathalie Gaul
Title: Manager, Enterprise Data Warehouse & Business Intelligence
Organization: Canada Border Services Agency (CBSA)
Address: 333 North River Road
Tower A, 7th floor
Ottawa, ON K1A 0L8
Telephone: (343) 291-5306 OR (613) 218-7962 (cell)
E-mail address: nathalie.gaul@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and] is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative**

Name:
Title: Director, Business Development
Address: 368 Dalhousie Street, Suite 200 Ottawa, Ontario K1N 7G3
Telephone:
Facsimile:
E-mail address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Travel and Living Expenses – National Joint Council Travel Directive** The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. The Contractor will be paid for actual time spent travelling in accordance with the firm per diem rate set out in Annex B which per diem is based on a 7.5-hour workday.

(iv) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(vi) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment - Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work performed has been accepted by Canada.

(d) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the

TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(e) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(f) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(i) Visa Acquisition Card;

(ii) MasterCard Acquisition Card;

(iii) Direct Deposit (Domestic and International);

(iv) Electronic Data Interchange (EDI);

(v) Wire Transfer (International Only);

(vi) Large Value Transfer System (LVTS) (Over $25M)

(g) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(h) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(i) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original and one copy of each invoice to the Technical Authority's paying office (CBSA Finance), and a copy to the Contracting Authority.

(e) All invoices must be submitted by e-mail on a monthly basis at the following address:

Email: vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries. Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

(f) Direct Deposit:
The Government of Canada will soon be phasing out federal government cheques; Businesses that supply goods and services to the Government of Canada are strongly encouraged to enrol in direct deposit for account payable.

The Contractor is to contact ca-ci@cbsa-asfc.gc.ca to obtain additional information regarding direct deposit enrolment process and the steps to be followed.

IMPORTANT NOTE: **If the Contractor omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

11. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

(ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;

(d) Annex A, Statement of Work, including its Appendices as follows;

(i) Appendix A to Annex A - Tasking Assessment Procedure;

(ii) Appendix B to Annex A - Task Authorization (TA) Form;

(iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

(iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated April 18, 2019.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore

Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

20. Reporting Requirements

The Contractor must provide status reports and any other reports as and when requested by the Technical Authority through the issuance of a Task Authorization. The Contractor must also provide the Periodic Task Authorization Usage Reports to the Contracting Authority on a quarterly basis in accordance with article 7.2 (g)

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and

experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Implementation

(a) **Implementation of Professional Services**: If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

23. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

Enterprise Data Warehouse and Business Intelligence for the Procurement of IT Professional Services

1. INTRODUCTION

Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods.

Under this mandate, CBSA enables effective and efficient administration and operation of border management and its internal operation through the design, development, implementation and ongoing support of innovative tools and solutions.

The Information, Science and Technology Branch (ISTB) provides technology leadership of business applications in support of CBSA's strategic priorities including administrative and corporate programs of the Agency. It ensures effective delivery of technology products, applications and services to meet business needs, while ensuring integrity and availability of all technology infrastructures.

Organizational readiness and stability allows the Agency to achieve its mandate, deliver on its priorities and adapt to an evolving business environment. Investing in a modern IT infrastructure, introducing innovative productivity tools and administrative applications allows CBSA to maintain a high standard of service delivery and improve efficiencies.

To that end, the Common and Corporate Systems Division (CCSD) is responsible for the development, production support and maintenance of innovative business applications. These include mission critical and high-availability systems as well as applications that serve as common components for internal and external stakeholders. The division is also responsible for the design, development and delivery of enterprise and corporate solutions in support of CBSA's mandate and priorities.

Key divisional activities include:

- Providing the planning, analysis, design, development, and implementation of enterprise and corporate applications in support of common and corporate programs and administrative functions across the Agency;
- Promote reusability through established CBSA best practices and standards by meeting the overlapping needs of the various IT projects, thus eliminating the need for each initiative or project to fund and build these common components;
- Serving as the center of expertise for all IT development projects related to common and corporate business programs, functions and activities;
- Serving as Technical Leaders for common and corporate application releases and upgrades which includes developing System Use Cases, Detailed Design Documents, participating in System Engineering Method (SEM) reviews and other development related documentation;
- Prioritizing and promoting IT development initiatives with end-users and other IT management areas;
- Coordinating the procurement, integration and ongoing support of commercial off-the-shelf (COTS) software products and IT hardware needed to meet the business requirements;
- Providing maintenance and production support for a wide-range of common and corporate

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applications.

The Common and Corporate Systems Division is composed of four sections. The mandate of each section is explained below.

1. Enterprise Data Warehouse and Business Intelligence (EDW & BI)

The EDW and BI section is responsible for the development of Business Intelligence and Mining solutions of the Canada Border Services Agency's data warehouse and all its components. Key activities include, analysis, design and acquisition of source data for reporting purposes. The data warehouse is the main source of information for report generation, analysis, and presentation through ad-hoc reports, portals, and executive dashboards.

2. Business Process Automation (BPA), Business to Business (B2B) Integration and Customs Enterprise Commerce Platform (CECP)

The BPA, B2B integration and CECP section is comprised of four units.

The B2Bi and CECP units consist of the B2Bi development team (supporting B2B services), the CECP development team (supporting the development of the CECP set of applications), and the B2Bi support team (providing client support of both the B2B and CECP applications and services). These units specialize in application development of enterprise-level Web and Enterprise Data Exchange based services (EDI). These services provide the capability to manage data exchange between external organizations, and CBSA internal applications and services. This team maintains critical COTS and custom products that directly support enterprise applications.

As for the Business Process Automation (BPA) team, they specialize in software development and maintenance of various line-of-business critical and non-critical COTS and custom applications that meet the specific needs of our corporate clients.

3. Administrative and Corporate Applications

The mandate of the Administrative and Corporate Application section is to lead the design, development, integration and ongoing support of the administrative and corporate applications for a multitude of clients. These systems provide direct support of key and common functions performed across every GoC departments and agencies such as, ministerial correspondence, access to information, communication services, property management, document and records management, etc. These include both customized and commercial off-the-shelf software products.

4. SAP Technical Competency Centre (SAP TCC)

The SAP Technical Competency Centre is composed of subject matter experts responsible for the development and integration of SAP-based solutions for the Agency. This includes direction, technical advice and ongoing support of SAP-based applications and underlying technical infrastructure. The SAP TCC is also responsible for maintaining the operational aspects needed for the applications to function properly and also has responsibility for the design, testing and improvement of applications that form part of SAP application portfolio.

Line-of-Business Applications and Tools

The Common and Corporate Systems Division (CCSD) is responsible for the development, integration, implementation and ongoing support of numerous line-of-business applications and systems. A list of current applications including commercial-off-the-shelf software products with an indication of the primary development languages is provided below:

Applications / Systems / COTS	**Development Languages**
Access to Information	COTS
Accounts Receivable Ledger	ABAP
AIS Help Desk	ASP
ANCILE uPerform (SAP Productivity Pak)	COTS
Apollo - Electronic Document and Records Management System (GCDOCS)	COTS
Articulate Storyline	COTS
Automated Personal Security Screening	MS Access, VBA
Business Warehouse	ABAP
CA Clarity	COTS
CBSA Intranet	ASP, HTML, JAVASCRIPT, XML
CBSA Wiki	COTS
Central Course Registration System	ASP
Communications Portal	ASP
Consolidated Management Reporting System	Cognos Framework Manager V10.2
Consolidated Management Reporting System Enterprise Data Warehouse	Cognos Framework Manager V10.2
Correspondence Tracking System	COTS
Customs Electronic Commerce Platform	Java, C++ , Visual Basic 6.0, Various Scripting Languages, PERL, DB2 Stored Procedures, Spring Framework
Customs Electronic Commerce Platform - Query & Data Viewing Utility	Microsoft Visual Basic V6, DB2 Stored Procedures
Customs Interest Calculation Program	Java 1.6 / Spring 1.2 / HTML / Javascript / CSS
Customs Internet Gateway	Java
Customs Officer Scheduling System	MS Access 2000
Customs Query	Java
Directory of Offices	Java, JavaScript
Enforcement Library	Smalltalk
Global Case Management System (GCMS) Printing Solution	N/A
Global Query Component	Java
Incident Management Reporting System	Java 6, Flex 3.4.1, Adobe LiveCycle ES4
Integrated Border Query	Java
Integrated Customs Enforcement System	PowerScript

Intelligence Management System	Smalltalk
Interdiction and Border Alerting Service	Java
Internal Placement Process	Java 1.6 / Hibernate 4.1 / Spring 3.1 / HTML / Javascript
Marine Domain Awareness (MDA) Watchkeeper	COTS
MEI-B2B - Administration and Configuration Web Application	Java, Jersey
MEI-B2B - Electronic Data Interchange (EDI) Gateway	BPML, Java
MEI-B2B - Tracking Service	Java
MEI-B2B - Web Services Gateway	Java
Occurrence Reporting System	Smalltalk
Personnel Security Screening System	Java 1.7, Spring 4.1, Hibernate 4.2
Question Mark	COTS
Recourse Content Management System – Enforcement	Java 6, Flex 4.6
Recourse Content Management System – Trade	Java 6, Flex 4.6, Adobe LiveCycle, Cognos Reporting
Revenue Ledger	ABAP
Salary Forecasting System	COTS
SAP Process Orchestrator	Java
SAP Solution Manager	ABAP
System Access Management	ASP, JavaScript, CSS
Teammate Audit Management	COTS
Trade Compliance Management System	Java
Virtual Learning Environment	COTS
Work Order Database	ASP, JavaScript, CSS

Existing and Upcoming Projects and Initiatives

Besides the ongoing maintenance and operational support of existing line-of-business applications and systems, CCSD is currently leading multiple projects to further enhance and deliver new capabilities and services across the Agency. These include but are not limited to:

a) Development and implementation of a Port of Entry Management System (POEMS) designed to produce daily shift schedules. The application will also allow front line management to track daily events, disseminate administrative information and broadcast the daily schedule.

b) Replacement and enhancement of the existing Recourse Content Management System (RCMS) Trade, RCMS Enforcement and Incident Management Reporting System (IMRS) due to an urgent need to change front-end interface technology.

c) Integration, implementation and ongoing support of a COTS software product that will accept data from the Public Service Commission's GC Jobs and permit CBSA staffing employees to manage selection and appointment processes. This project is referred to the HR Integrated Staffing Solution (ISS).

d) Integration of the Accounts Receivable Ledger (ARL) and the Revenue Ledger systems into the CBSA Assessment and Revenue Management (CARM) application.

e) Integration of B2B into the CBSA Assessment and Revenue Management (CARM) application.

f) CBSA is working on a Planning, Forecasting and Budgeting initiative based on a SAP Business

Warehouse (BW), Business Planning & Consolidation and Business Objects platform extracting Corporate Administration System (CAS) data from Canada Revenue Agency (CRA) and also from Account Receivable Ledger (ARL). The scope of the project was expanded to include additional CRA CAS-HR and CBSA Salary Forecasting System data as well as providing extended reporting capability. The project was amended to include construction and migration of the SAP BW information assets and applications to an appliance-based SAP-HANA database.

g) Development and implementation of any B2B and/or EDW BI work that could be required for the Passenger Protect Program. The Passenger Protect Program works with air carriers to screen commercial passenger flights to, from and within Canada in order to protect safety at home and abroad.

Technical Environments

a) SAP Enterprise Resource Planning (ERP)

- The SAP Enterprise Central Component (ECC) technical environment is an Enterprise level, 3 tiered ABAP version 6.00 EHP5 hosted on Windows 2008 server R2 and Sybase database. The system configuration is based on a 6 server landscape including a Sandbox, Development, Quality Assurance, Volume, Training and Production systems.
- The SAP Process Orchestration technical environment is Enterprise level, 3 tiered Java hosted on Windows 2008 server R2 with Sybase database.
- The SAP Solution Manager technical environment is Enterprise level, 3 tiered ABAP and Java hosted on Windows 2008 server R2 with Sybase database.
- The SAP Business Warehouse (BW) technical environment is Enterprise level 3-tier ABAP hosted on Windows 2008 server R2 with Sybase database. The system configuration is based on a 4 server landscape including a Sandbox, Development, Quality Assurance and Production system. The components are: SAP_BW, BI_CONT and BPC with ICM using HTTP/HTTPS connectivity through SAP Web Dispatcher.
- Other technical characteristics:
    - SAP BASIS
    - SAP HANA
    - SAP PSCD
    - SAP FI
    - SAP Process Orchestration (SAP PO)
    - SAP NetWeaver Development Infrastructure
    - SAP NetWeaver Development Studio
    - SAP Solution Manager
    - SAP BusinessObjects
    - SAP Security Authorizations
    - SAP NetWeaver BI
    - SAP Human Capital Management (HCM)
    - SAP Redwood Scheduler
    - ANCILE uPerform (SAP Productivity Pak)
    - PowerShell scripting
    - Linux
    - Unix

b) Business to Business (B2B) and CECP

The Canada Border Services Agency (CBSA) processes an immense number of electronic information with external Trading partners as part of its mandate. The Common & Corporate Services Division (CCSD) implemented Multi-Enterprise Integration (MEI) also known as Business-to-Business integration solutions (B2B). B2B integration is an enterprise capability meant to facilitate the capture and sharing of electronic information exchanged between CBSA, Participating Government Agencies (PGAs) / Other Government Departments (OGDs), and private enterprise upon a common centralized integration model. The Business to Business foundational components providing the CBSA with a technological communications hub that allows IT systems belonging to one organization to communicate with the systems of another organization, while minimizing costly changes for either system. The B2B/CECP technical environment consists of:

- Extensible Markup Language (XML)
  - XML Schema Definition (XSD)
  - Document Type Definition (DTD)
  - XPATH
  - XSLT
  - Xquery

- Java
  - IBM Rational Software Architect:
  - Eclipse 3.x and 4.x IDE
  - J2EE (WebSphere)
  - JMS (WebsphereMQ)
  - WebSphere Application Server (WAS)
  - JDBC and Hibernate
  - Spring and Spring Integration Framework
  - Jersey
  - ANT, Apache Maven, SVN, git
  - IBM DataPower
  - GatewayScript
  - Multi-protocol Adapters
  - IBM Transformation Extender Maps
  - IBM Integration Bus (IIB)

- Communication Protocols
  - File Transfer Protocol (FTP)
  - Hypertext Transfer Protocol (HTTP)
  - Simple Mail Transfer Protocol (SMTP)
  - Managed File Transfer including PWGSC's MSFT solution

- Service Oriented Architecture (SOA)
  - Simple Object Access Protocol (SOAP)
  - Web Service, Representational State Transfer (REST)
  - WS-Security
  - SSL, TLS

- Electronic Data Interchange (EDI)
  - ANSI X.12
  - EDIFACT
  - IATA Standards
  - World Customs Organization (WCO) Data Model
  - Financial, Transportation data models

- Interoperability & Integration
  - Web Services standards – SOAP and REST
  - Web Services Definition Language (WSDL)
  - Business Rules Management Solution
  - Enterprise Service Bus
  - Encryption/Decryption

    - CA-Idm/SM
    - Request/Response

c) Business Process Automation (BPA)

  - Java

- Hibernate 4.1
- Spring 3.1
- Spring Integration Framework
- HTML5
- JavaScript
- Adobe Flex 3.4.1 and 4
- Adobe LiveCycle ES4
- Adobe Designer ES4
- Adobe Experience Manager (AEM)
- PowerScript

d) Enterprise Data Warehouse (EDW) & Business Intelligence (BI)

- Cognos 10.2 BI Suite
  - IBM Cognos Report Studio
  - IBM Cognos Analysis Studio
  - IBM Cognos Query Studio
  - IBM Cognos Transformer
  - IBM Cognos Framework Manager
- Database ETL (Extract, Transform, Load) techniques and tools
- DB2 DBMS
- IBM WebSphere DataStage
- DataStage ETL
- IBM DB2 RDBMS (Relational Database Management System)
- erwin Data Modeler
- IBM IDA
- IBM Pure Data
- IBM InfoSphere Information Server Suite

e) Office Productivity Suite and Tools

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Office Suite (Word, Excel, PowerPoint)
- Microsoft Visio
- Microsoft Project
- Internet Explorer
- Microsoft Access
- OpenText GCDocs

f) Operating Systems

- Unix
- Linux
- Microsoft Windows 7
- Microsoft Windows 10
- OS/360

g) Other development tools and programming languages

- Smalltalk object-oriented language
- Business Process Modeling Language (BPML)

2. REQUIREMENTS

The Enterprise Data Warehouse and Business Intelligence (EDW & BI) section has requirements for informatics professional resources as outlined in Table A-1 below, to fulfill different roles and perform a wide range of tasks. These resources will work on existing and upcoming CBSA IT projects and will also provide operational support for the upkeep of line-of-business applications identified earlier. The tasks for each resource requirement are described below.

The Contractor must provide these TBIPS resource categories to work with CCSD employees and other contractor supplied resources, on an "as and when requested" basis as initiated through Task Authorizations (TA's).

Table A-1

TBIPS Reference	Resource Category	Experience Level 1, 2 or 3	Estimated Number of Resources
A.7	Programmer/Analyst (COGNOS Developer)	3	3
I.11	Technology Architect (Data Warehouse)	2	3
I.3	Database Analyst (EDW & BI)	3	2
I.5	Information Management Architect (EDW & BI)	3	3
P.9	Project Manager	2	2
TOTAL			**13**

3. DELIVERABLES

For each Task Authorization (TA) that is issued against this contract, the Contractor must provide various deliverables and other related documents as specified in the respective TA.

4. CONSTRAINTS

4.1 Regular Meetings

The Contractor's selected resource must meet with the Technical Authority or his/her representative on a priority basis or as requested to discuss any issues associated with the provision of the required services. These meetings will be at no additional cost.

4.2 Work Guidance

The resource will work under the guidance of the Technical Authority or his/her representative.

4.3 Status Reports

The Contractor must provide the Status reports as detailed within the Task Authorization.

4.4 Support Resources

The CBSA will provide a workstation, email and system access.

4.5 Normal Working Hours

Work must be performed during core business hours between 7:00 – 18:00, Monday to Friday. From time to time, operational support may be required outside core business hours. It is also important to note that some resources will be required on a part-time basis. Working hours including the need for after-hour support will be identified in each TA.

4.6 Work Location

It is anticipated that the majority of the work associated with each TA will be carried out on-site at CBSA facilities in the National Capital Region (NCR). The Contractor may be required to attend meetings at CBSA and at key GoC stakeholder locations.

4.7 Travel Requirement

There is no travel requirement expected outside the NCR. If travel is required outside the NCR, it will be identified in the TA. All expenses for travel within the NCR are to be paid by the Contractor.

4.8 Language Requirements

The resource must be able to communicate with ease and effectively in English, both orally and written. There may be a requirement from time to time for a resource to conduct business in the French language and have acceptable bilingual capability. Language requirements will be identified in each TA.

5. RESOURCE TASKS AND DELIVERABLES

The following are the tasks, skills and deliverables associated with each resource requirement. Tasks and deliverables will be further specified in each Task Authorization (TA).

TBIPS Category:	**A.7 Programmer/Analyst (COGNOS Developer)**
Experience Level:	**Level 3**

Tasks

Tasks and responsibilities could include but not limited to:

1. Create and modify application code
2. Create and modify screens and reports
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
4. Design methods and procedures for small computer systems, and sub-system of larger systems

5. Develop, test and implement small computer systems, and sub-systems of larger systems
6. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
7. Produce analysis documents, requirements documents, work estimates and design documents for business intelligence deliverables such as cubes, reports and packages
8. Assist with the review and redesign of legacy corporate reporting information assets, including providing recommendations and guidance to consolidate and/or develop these information assets to improve ease of use, readability and other functionality
9. Develop and implement Business Intelligence software deliverables of varying complexity using COGNOS 10.2 BI Suite tools
10. Design, test and deploy complex solutions using IBM COGNOS Report Studio to meet business requirements
11. Provide information sessions for knowledge transfer, mentoring or troubleshooting to other Cognos developers and stakeholders.

Specialties and Skills

Specialties could include but not limited to:

a) Cognos 10.2 BI Suite:
    i. IBM Cognos Report Studio
    ii. IBM Cognos Analysis Studio
    iii. IBM Cognos Query Studio
    iv. IBM Cognos Transformer
    v. IBM Cognos Framework Manager

b) Database ETL (Extract, Transform, Load) techniques and tools

c) DB2 DBMS

d) Microsoft Office Suite (Word, Excel, PowerPoint)

e) Microsoft Visio

f) Microsoft Project

g) Internet Explorer

Deliverables

Deliverables could include but not limited to:

a) Analysis documents, functional and technical requirements documents, and design documents for business intelligence deliverables such as cubes, report and packages

b) Cognos Framework Manager Models and packages

c) Cognos reports, cubes, analyses, packages

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d) Forms, manuals, programs, data files, and procedures for system and/or applications

e) Design, support and procedural documents to support all software deliverables

f) Provide information sessions for knowledge transfer, mentoring or troubleshooting to other Cognos developers and stakeholders of the assigned work, supported by documentation

g) Monthly status reports of the work performed.

TBIPS Category: **I.11 Technology Architect (Data Warehouse)**

Experience Level: **Level 2**

Tasks

Tasks and responsibilities could include but not limited to:

1. Develop technical architectures, frameworks and strategies to meet the business and application requirements for a large-scale data warehousing initiative in an ETL (Extract, Transform and Load) environment

2. Identify the business, IT and application policies and requirements that drive out a particular solution

3. Ensure the integration of all aspects of technology solutions are consistent with the stated vision

4. Perform impact analysis by required due dates of applicable technology changes when requested

5. Provide ETL, DataStage and applicable support to applications and/or technical support teams in the proper application of existing infrastructure

6. Review in-house or developed application and program design or technical infrastructure design to ensure adherence to enterprise and development standards and to recommend performance improvements to stakeholders

7. Assess the feasibility of migrating from the current state to the target business architecture and enabling technologies and identify the risks associated with migrating to the target business architecture and technologies and make recommendations for risk mitigation

8. Manage the development and implementation of an architectural improvement plan (strategic architecture plan for warehouse)

9. Ensure ETL technical alignment with the ETL Development Standards amongst major departmental projects for Data Warehouse

10. Develop ETL best practices, standards, templates and methodologies in a DataStage environment in accordance with DataStage standards and ETL Development standards or Industry standards

11. Implement Configuration Management controls to ensure quality and supportability of the resulting Data Warehouse (DW)/Data Management (DM) environments while adhering to the Iterative Methodology

12. Review Business Intelligence (BI) client requirements documentation such as BRD and BUC

13. Define and assist with ETL tool installation, configuration and integration strategies

14. Automate data feeds from external third party sources outside the organization as required

15. Participate in the design, development and testing of ETL jobs, scripts and routines in accordance with the Service Lifecycle Management Framework

16. Develop the ETL requirements and formulate the ETL architecture document that would require modification to any changes made

17. Participate in ERWin and IDA model reviews

18. Shred XML Data into relational tables using DataStage

19. Develop and maintain an integrated ETL architecture

20. Develop detailed development plans

21. Perform code walkthroughs

22. Develop ETL specifications and ETL design diagrams

23. Define ETL metadata capture solution

24. Define primary and secondary data captures strategies for internal and external data sources

25. Provide advice to developers and designers

26. Coach, mentor and train ETL designers and developers to perform any of the above.

Specialties and Skills

Specialties could include but not limited to:

a) IBM WebSphere DataStage
b) DataStage ETL
c) IBM DB2 RDBMS (Relational Database Management System)
d) Unix
e) Linux
f) ERWin Data Modeler
g) IBM IDA
h) IBM Pure Data
i) IBM InfoSphere Information Server Suite
j) Cognos Report Net
k) IBM Cognos 10 BI Report Studio
l) IBM Cognos 8 or 10 Data Manager/Decision Stream (ETL)
m) IBM Cognos 8 or 10 Framework Manager (Metadata Modeling)

n) IBM Cognos 8 BI Modeling

o) IBM Cognos 8 OLAP Modeling – Transformer

p) PL/SQL

Deliverables

Deliverables could include but not limited to:

a) Weekly progress reports

b) Provide impact documents in (Word or Excel or pdf) format which include detailed technical tasks to be completed as well as level of effort required to complete these tasks, assumptions and dependencies

c) Provide option analysis documents as requested

d) Develop EL requirements and formulate ETL architecture.

TBIPS Category: **I.3 Database Analyst (EDW & BI)**

Experience Level: **Level 3**

Tasks

Tasks and responsibilities could include but not limited to:

1. Develop a comprehensive understanding of Data Warehouse processes and content
2. Provide support, develop and present DW/BI strategies, roadmaps and project plans
3. Develop complex SQL queries incorporating inner joins, outer joins, aggregates, unions, sub-queries, group by, where clause, having clause, triggers, cursors, views, XML query function and other advanced SQL fundamentals and utilize SQL expertise to support and assist Data Modelers, Data Warehouse Analysts, Testers and End Users
4. Provide input with BI/DW database performance and design related issues
5. Provide support to develop an Enterprise Data Warehouse model; including logical model integration of data from multiple subject areas and use Kimball Methodology (dimensional models integrated via conformed dimensions)
6. Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements
7. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database
8. Mediates and resolves conflicts among users' needs for data
9. Advise programmers, analysts, and users about the efficient use of data
10. Provide input into Data Warehouse design decisions
11. Examine data available in existing data source and collect statistics about that data
12. Write source to target mappings
13. Work within the Service Lifecycle Management Framework.

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Specialties and Skills

Specialties could include but not limited to:

a) IBM InfoSphere DataStage

b) IBM InfoSphere Information Server (Metadata Workbench, Business Glossary, Information Analyzer)

c) IBM DB2 LUW

d) IBM/zOS DB2

e) IBM Puredata for Analytics

f) Unix

g) Linux

h) ERWin Data Modeler

i) IBM Data Architect

j) IBM Cognos

k) IBM SPSS

l) IBM Change Data Capture

m) Microsoft SQL

n) XML

o) Microsoft Office Suite (Word, Excel, PowerPoint)

p) Microsoft VISIO

q) JIRA

r) Kimball Methodology

Deliverables

Deliverables could include but not limited to:

a) Analysis documents, functional and technical requirements documents, and design documents for business intelligence deliverables such as cubes, report and package

b) Examine data available in existing data source and collect statistics and information about that data via data profiling

c) Develop complex SQL Queries incorporating inner joins, outer joins, aggregates, unions, sub-queries, group by, where clause, having clause, triggers, cursors, views, XML query functions and other advanced SQL fundamentals

d) Reconcile between source data and data within the data warehouse

e) Translate business requirements into specification documents

f) Provide input to Data Warehouse Database Design decisions

g) Write documentation in support of TASKS above as required

h) Status and progress reports provided weekly and/or monthly.

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TBIPS Category: **I.5 Information Management Architect (EDW & BI)**

Experience Level: **Level 3**

Tasks

Tasks and responsibilities could include but not limited to:

1. Analyse existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration
2. Develop and document detailed statements of requirements and gather Business Intelligence (BI) requirements
3. Evaluate existing IM policies, procedures and methods, identify and document new processes and develop implementation strategies and plans to support the implementation of Open Information and Open Data
4. Develop and define IM strategies required to address data governance and data management in the following areas: data quality, data security, data shareability, meta data, data architecture and data integration
5. Organize and lead, or facilitate, consultation meetings with IM Specialists and business subject matter experts to assess the feasibility of their Open Data requirements and provide advice on data sharing and data management to achieve Open Government Directive compliance
6. Apply a structured business and data architecture approach and methodology for capturing the key views of various projects
7. Review and provide feedback on existing architecture
8. Define linkage between data elements shared between line-of-business applications and the Data Warehouse using the current Data Warehouse metadata toolset – IBM InfoSphere Metadata Workbench and Business Glossary
9. Provide expert advice in defining new business requirements and opportunities to apply efficient and effective solutions across all pillars in traditional BI /Reporting
10. Provide training and guidance of knowledge acquired through work and research to junior staff who are working on various projects, which includes transfer of knowledge
11. Liaise with pillar business and IT representatives to assess program needs
12. Analyze and document Data Warehouse data within the current Data Warehouse metadata toolset – IBM InfoSphere Metadata Workbench and Business Glossary
13. Perform cost/benefit analysis of implementing new processes and solutions
14. Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies
15. Analyze and document end-user request for improvements or alterations
16. Prepare briefing material and presentations for senior management
17. Communicate with stakeholders to define requirements
18. Provide input into data warehouse design decisions
19. Develop complex SQL queries
20. Examine data available in existing data source and collect statistics about that data

21. Build and maintain data inventory
22. Work within the Service Lifecycle Management Framework (SLMF).

Specialties and Skills

Specialties could include but not limited to:

a) IBM InfoSphere DataStage
b) IBM InfoSphere Information Server (Metadata Workbench, Business Glossary, Information Analyzer)
c) IBM DB2 LUW
d) IBM/zOS DB2
e) IBM Puredata for Analytics
f) Unix
g) Linux
h) ERWin Data Modeler
i) IBM Data Architect
j) IBM Cognos
k) IBM SPSS
l) IBM Change Data Capture
m) MS SQL
n) XML
o) Microsoft Office Suite (Word, Excel, PowerPoint)
p) Microsoft VISIO
q) JIRA
r) Kimball Methodology

Deliverables

Deliverables could include but not limited to:

a) Analysis documents, functional and technical requirements documents, and design documents for business intelligence deliverables such as cubes, report and package
b) Detailed business requirements documents for use by IT stakeholders in designing and constructing reporting solutions
c) Quality Assurance plans to guide testers
d) Options Analysis documents
e) Risk Dashboard business requirements document
f) Written and verbal summaries of meetings with stakeholders
g) Provide status and progress reports

h) Analyze and document end-user request for improvements or alterations

i) Develop Architecture & Design Specifications documents to lead development team

j) Develop Design/System Requirements Traceability Matrix

k) Create Primary Data Acquisition Specifications

l) Track project report and issues in JIRA

m) Create ETL Specifications

n) Perform Architecture and Design presentations to the senior management and RMC committees

o) Develop complex SQL queries.

TBIPS Category: **P.9 Project Manager**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Assist project management personnel, team leads, technical subject matter experts, end users in project coordination and managing tasks spanning across the organization and other government agencies/departments
2. Create, maintain, review and update relevant project documentation and artifacts
3. Maintain documentation on departmental Electronic Document and Records Management Solution (EDRMS)
4. Track and monitor project change requests
5. Provide regular input to periodically update release schedules, project timelines, financial forecasts and other estimates related to a subset of the overall project deliverables
6. Use various desktop tools and office automation software products
7. Communicate orally and in writing with project personnel, technical subject matter experts, team leads and end users on various matters related to projects and various undertakings
8. In collaboration with Project/Team Leads, Portfolio Service Management, document project objectives, budgetary requirements, timeline, roles and responsibilities of team members, deliverables, constraints, etc.
9. Assist and support Team/Project Leader in coordinating projects activities during the development and implementation phases
10. Assist and support Team/Project Leader in managing releases and upgrades to existing applications
11. Ensure project deliverables are on time, within budget and meet client expectations
12. Notify management when issues arise and consult team for corrective actions
13. Identify and monitor risks and constraints
14. Review, monitor and comment on project activities, deliverables and timelines

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15. Identify and report to Team/Project Leader any issues and risks
16. Provide regular status reports
17. Participate in reviews and walkthroughs with project team members
18. Organize, lead and facilitate meetings, including the creation of agendas, preparation of material and maintain record of decisions
19. Prepare presentations using MS PowerPoint
20. Prepare schedules using MS Project.

Specialties / Skills

Specialties could include but not limited to:

a) Project Management Professional (PMP) certification or PRINCE2 Practitioner certification
b) PMBOK standards and guidelines
c) Microsoft Project
d) ITIL (Information Technology Infrastructure Library) or ITSM (Information Technology Service Management) certification
e) Microsoft Office Suite (Word, Excel, PowerPoint)
f) Microsoft Visio
g) Adobe Acrobat
h) Project management methodologies
i) Risk management practices
j) Strong written and verbal communication skills.

Deliverables

Deliverables could include but not limited to:

a) Project Overview
b) Impact Statement
c) Constraints and Assumptions
d) Financial Summary
e) Project Approach
f) Project Organization
g) Work Breakdown Structure (WBS)
h) Preliminary Estimates
i) Project Schedule
j) Coordinate the review and provide feedback on Test Plans, Scripts and Use Case
k) Coordinate the review and provide feedback on Architecture Variance

l) Coordinate the review and provide feedback on Business Context Models such as Business Use Case (BUC) models

m) Coordinate the review and provide feedback on Preliminary Options Analysis (POA)

n) Coordinate the review and provide feedback on Conceptual System Design (CSD)

o) Coordinate the review and provide feedback on Technical Design Document (TDD)

p) Coordinate the review and provide feedback on Development Strategy

q) Review documentation according to CBSA's set of best practices, standards and methodologies

r) Prepare Progress and Status Reports including presentations

s) Risk and Issue tracking.

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APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor [in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations".] Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which

activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM

(*Provided under separate cover*)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Mandatory and Point Rated Resource Assessment Criteria:

1. A.7 Programmer/Analyst (Cognos Developer) – Level 3

TBIPS Category: A.7 Programmer/Analyst (Cognos Developer) – Level 3

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience, within the last 15 years, working as a Programmer Analyst. The proposed resource must have performed at least 6 of the 11 tasks listed in the Statement of Work. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, in: • analyzing and elaborating Business Intelligence (BI) business requirements and information models • producing detailed functional specifications; and • developing the associated Cognos Framework Manager Models (version 8 or later)		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, producing Cognos (version 8 or later) BI reports and Dashboards.		
MT4	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, producing Cognos (version 8 or later) PowerPlay and Analysis Studio cubes.		
MT5	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, developing complex SQL queries*.		

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	*complex SQL queries contain joins across many tables and several nested conditions.		
MT6	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, using or designing dimensional data models.		

TBIPS Category: A.7 Programmer/Analyst (Cognos Developer) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT1	The bidder should demonstrate that the proposed resource has experience creating business information views.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
RT2	The bidder should demonstrate that the proposed resource has experience providing technical analysis and advice for the design of performance scorecard solutions.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
RT3	The bidder should demonstrate that the proposed resource has experience analyzing and proposing Business Intelligence solutions which include any of the following: • Advanced Analytics • Unstructured Text Analytics • Trend Analysis • Forecasting • Event Monitoring	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	

TBIPS Category: A.7 Programmer/Analyst (Cognos Developer) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT4	The bidder should demonstrate that the proposed resource has experience providing Business Intelligence solutions with IBM Cognos TM1.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
RT5	The bidder should demonstrate that the proposed resource has experience developing Dynamic cubes using Cognos Cube Designer.	1 to 2 years = 3 points 2+ years = 6 points	6	
RT6	The bidder should demonstrate that the proposed resource has experience modeling DMR (Dynamically Modeled Relational) Packages.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
		Total Available points:	36	
		Minimum Total Overall Points Required to be declared responsive:	21	
		Total achieved:		

2. I.11 Technology Architect (Data Warehouse) – Level 2

TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2 **Name of Resource:**			
#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Technology Architect in a Data Warehouse development environment. The proposed resource must have performed at least 15 of the 26 tasks listed in the Statement of Work. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, implementing data warehousing in an Extract, Transform and Load (ETL) environment.		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, using IBM InfoSphere DataStage (8.0) or higher as the primary tool to acquire data from a Database Management System. Example: Loading Mainframe, Sybase, SQL Server (or data source equivalent) source into a Data Warehouse environment.		
MT4	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, scripting within a Unix environment.		
MT5	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, with the IBM DB2 RDBMS (Relational Database Management		

TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	System) in an IBM Infosphere DataStage environment.		
MT6	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, shredding XML data types into a Data Warehouse environment.		

TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	**Rated Technical Criteria**	**Scoring Methodology**	**Points Max**	**Cross Reference to proposal (Page #)**
RT1	The bidder should demonstrate that the proposed resource has experience working as an IBM Infosphere DataStage ETL Architect in a Data Warehousing environment developing complex* ETL jobs, scripts and/or routines to feed relational and dimensional (star schema) data repositories and resolving ETL performance issues. *complex is defined as a job, script or routine which: 1) Has two or more join stages or transformer stages 2) Has data sources with two or more transformation rules.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	

TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT2	The bidder should demonstrate that the proposed resource has experience as an ETL Architect defining source, target and staging data repositories.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
RT3	The bidder should demonstrate that the proposed resource has experience as an ETL Architect defining data transformation processes.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
RT4	The bidder should demonstrate that the proposed resource has experience as an ETL Architect defining volumetric, hardware and software requirements and configurations.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
RT5	The bidder should demonstrate that the proposed resource has experience developing ETL coding standards and ETL development best practices.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
RT6	The bidder should demonstrate that the proposed resource has experience using ETL Source to Target Mapping documentation, and ETL High Level and Detailed ETL Design documentation, and IBM Infosphere DataStage job documentation.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	

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TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT7	The bidder should demonstrate that the proposed resource has obtained the following certifications: • IBM Certified Specialist – PureData System for Analytics • IBM Certified Solution Architect A copy of the certification(s) must be provided at bid closing.	Note: Each certification is worth 3 points for a maximum of 6 points • IBM Certified Specialist PureData System for Analytics = 3 points • IBM Certified Solution Architect = 3 points	6	
		Total Available points:	42	
		Minimum Total Overall Points Required to be declared responsive:	25	
		Total achieved:		

3. I.3 Database Analyst (EDW & BI) – Level 3

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3 **Name of Resource:**			
#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience working as a Database Analyst. The proposed resource must have performed at least 7 of the 13 tasks listed in the Statement of Work. Tasks must include the following functions: • Providing input to Data Warehouse Database Design decisions • Data Profiling • Development of complex SQL queries* *complex SQL queries contain joins across many tables and several nested conditions. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 15 years, with large-scale* Data Warehousing projects using the Kimball Methodology (dimensional models integrated via conformed dimensions). *Large-scale: • Scope spans two or more functional areas and locations (Headquarters, regions, points of entry, program areas, branches/directorates/divisions, etc.) • Serving 300 concurrent users or more at any given time.		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 15 years, developing and implementing		

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	applications using MS-SQL, including experience with: • SQL Profiler • SQL Analysis Services • SQL Reporting Services • SQL Optimizer		
MT4	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years collecting, analysing and managing business requirements related to the following types of enterprise information delivery and reporting initiatives: • Corporate Reporting • Data Warehousing • Business Intelligence		

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	**Rated Technical Criteria**	**Scoring Methodology**	**Points Max**	**Cross Reference to proposal (Page #)**
RT1	The bidder should demonstrate that the proposed resource has experience in analyzing and addressing Data Warehousing and Business Intelligence performance-related issues.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT2	The bidder should demonstrate that the proposed resource has experience using and developing DW	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	applications using IBM InfoSphere DataStage.			
RT3	The bidder should demonstrate that the proposed resource has experience using and developing DW applications using IBM DB2.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT4	The bidder should demonstrate that the proposed resource has experience using and developing DW applications using IBM Data Architect.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT5	The bidder should demonstrate that the proposed resource has experience using and developing DW applications using IBM Cognos BI.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT6	The bidder should demonstrate that the proposed resource has experience using and developing DW applications using IBM Puredata or PostgreSQL.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT7	The bidder should demonstrate that the proposed resource has obtained the following certifications: • IBM Certified Specialist – PureData System for Analytics • Certified Business Intelligence Professional (CBIP) • IBM Certified Solution Developer	Note: Each certification is worth 3 points for a maximum of 9 points • IBM Certified Specialist - PureData System for Analytics = 3 points • CBIP = 3 points • IBM Certified Solution Developer = 3 points	9	

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	A copy of the certification(s) must be provided at bid closing.			
		Total Available points:	45	
		Minimum Total Overall Points Required to be declared responsive:	27	
		Total achieved:		

4. I.5 Information Management Architect (EDW & BI) – Level 3

TBIPS Category: I.5 Information Management Architect (EDW & BI) – Level 3 **Name of Resource:**			
#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience, within the last 15 years, working as an IM Architect in a Data Warehouse development environment. The proposed resource must have performed at least 13 of the 22 tasks listed in the Statement of Work. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 15 years, performing the following functions: • Developing Business and System Use cases for business goals • Conducting interviews and consultations with stakeholders for requirements gathering and analysis		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience, participating in the development of data models, policies and procedures.		
MT4	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in metadata design and management, data management and data governance.		
MT5	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience designing data architectures that captures data relationships, in an enterprise data warehouse (EDW) environment.		

TBIPS Category: I.5 Information Management Architect (EDW & BI) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT1	The bidder should demonstrate that the proposed resource has experience collaborating with Application Architects in contributing to business planning at the enterprise level.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT2	The bidder should demonstrate that the proposed resource has experience defining linkages, providing analysis and documenting data elements utilizing a Data Warehouse metadata toolset consisting of IBM InfoSphere Metadata Workbench and Business Glossary.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT3	The bidder should demonstrate that the proposed resource has experience in working on large-scale* DW/BI projects within a Data Warehouse development IT environment. Examples provided must include the following tasks: • Providing input to Data Warehouse database design decisions • Data profiling • Development of complex SQL queries** *Large-scale: • Scope spans two or more functional areas and locations (Headquarters, regions, points of entry, program areas, branches/directorates/divisions, etc.)	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	

TBIPS Category: I.5 Information Management Architect (EDW & BI) – Level 3

Name of Resource:

#	**Rated Technical Criteria**	**Scoring Methodology**	**Points Max**	**Cross Reference to proposal (Page #)**
	• Serving 300 concurrent users or more at any given time. **complex SQL queries contain joins across many tables and several nested conditions.			
RT4	The bidder should demonstrate that the proposed resource has obtained the following certifications: • IBM Certified Specialist – PureData System for Analytics • Certified Business Intelligence Professional (CBIP) • IBM Certified Solution Architect A copy of the certification(s) must be provided at bid closing.	Note: Each certification is worth 3 points for a maximum of 9 points • IBM Certified Specialist - PureData System for Analytics = 3 points • CBIP = 3 points • IBM Certified Solution Architect = 3 points	9	
		Total Available points:	27	
		Minimum Total Overall Points Required to be declared responsive:	16	
		Total achieved:		

5. P.9 Project Manager – Level 2

TBIPS Category: P.9 Project Manager – Level 2

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Project Manager. The proposed resource must have performed at least 12 of the 20 tasks listed in the Statement of Work. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, in managing IT projects* and providing IT project management support including performing the following functions: • Conduct and organize project start-up activities • Participate in options and cost benefit analysis • Determine and identify tasks and deliverables • Develop and maintain project timelines • Oversee and coordinate project activities • Prepare progress reports including identifying risks and issues • Organize and facilitate meetings, walkthroughs, and presentations *IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, using a		

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TBIPS Category: P.9 Project Manager – Level 2

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	change management process to track, coordinate and implement system enhancements.		
MT4	The bidder must demonstrate that the proposed resource has experience managing multiple IT projects with similar timelines and competing priorities and working collaboratively with other project management personnel from other areas of the organization.		
MT5	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, developing and providing presentations to project personnel including senior management and end-users.		

TBIPS Category: P.9 Project Manager – Level 2

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT1	The bidder should demonstrate that the proposed resource has experience in leading Information Technology (IT) projects.	3 projects = 2 points 4 projects = 4 points 5 projects = 6 points	6	
RT2	The bidder should demonstrate that the proposed resource has obtained a university degree or college diploma in project management, business administration, or computer science. A copy of the degree or diploma must be provided at bid closing.	no degree or diploma = 0 points degree or diploma = 6 points	6	
RT3	The bidder should demonstrate that the proposed resource has experience with both the Agile and Waterfall project management methodologies.	Agile = 3 points Waterfall = 3 points	6	
RT4	The bidder should demonstrate that the proposed resource has at least 5 years of experience working with: • MS Excel • MS PowerPoint • MS Project • MS Word • MS Visio	2 points per application up to a maximum of 10 points	10	
RT5	The bidder should demonstrate that the proposed resource has experience with the ITIL (Information Technology	2+ to 4 years = 3 points 4+ years = 6 points	6	

TBIPS Category: P.9 Project Manager – Level 2

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	Infrastructure Library) including best practices and guidelines.			
RT6	The bidder should demonstrate that the proposed resource has completed a Project Management Professional certification. A copy of the certification should be provided at bid closing.	PMP certification or PRINCE2 Practitioner certification = 6 points	6	
Total Available points:			40	
Minimum Total Overall Points Required to be declared responsive:			24	
Total achieved:				

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

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4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

____ ____________________

Print name of authorized individual & sign above Date

ANNEX B
BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period

(Date of Contract award to two years later)

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
A.7 Programmer/Analyst (COGNOS Developer)	LEVEL 3	[redacted]	[redacted]
I.11 Technology Architect (Data Warehouse)	LEVEL 2	[redacted]	[redacted]
I.3 Database Analyst (EDW & BI)	LEVEL 3	[redacted]	[redacted]
I.5 IM Architect (EDW & BI)	LEVEL 3	[redacted]	[redacted]
P.9 Project Manager	LEVEL 2	[redacted]	[redacted]

OPTION PERIODS:

Option Period 1

(two years)

Resource Category	Level of Expertise	Firm Per Diem Rate	
		Year 1	Year 2
A.7 Programmer/Analyst (COGNOS Developer)	LEVEL 3	[redacted]	[redacted]
I.11 Technology Architect (Data Warehouse)	LEVEL 2	[redacted]	[redacted]
I.3 Database Analyst (EDW & BI)	LEVEL 3	[redacted]	[redacted]
I.5 IM Architect (EDW & BI)	LEVEL 3	[redacted]	[redacted]
P.9 Project Manager	LEVEL 2	[redacted]	[redacted]

Option Period 2 (two years)			
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**	
		Year 1	**Year 2**
A.7 Programmer/Analyst (COGNOS Developer)	LEVEL 3		
I.11 Technology Architect (Data Warehouse)	LEVEL 2		
I.3 Database Analyst (EDW & BI)	LEVEL 3		
I.5 IM Architect (EDW & BI)	LEVEL 3		
P.9 Project Manager	LEVEL 2		

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(Provided under separate cover)

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :	Commitment No. / N° de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

+
-

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

[illegible] the Access to Information Act
ASFC - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / N° du dossier de sécurité TPSGC	
						+ -

B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif	
					+ -
			Estimated Cost / Coût estimatif		
			Total Estimated Travel and Living Cost / Estimé des frais de déplacement et de subsistance	$0.00	
Taxe rate applied / Taux d'imposition appliqué (%)	15.000		Applicable Taxes / Taxes applicables	$0.00	
			Total Estimated Cost / Coût total estimatif	$0.00	

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $300,000.00. When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est 300 000,00$. Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé

Date

Signature

Name of Contracting Authority / Nom de l'autorité contractante

Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
1000343800
Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA

2. Branch or Directorate / Direction générale ou Direction: ISTB/BASD

3. a) Subcontract Number / Numéro du contrat de sous-traitance:

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant:

4. Brief Description of Work / Brève description du travail: ESTABLISH A PROFESSIONAL SERVICES CONTRACT FOR THE ENTERPRISE DATAWAREHOUSE AND BUSINESS INTELLIGENCE SECTION.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No Non ☐ Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No Non ☑ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No Non ☐ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☑	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

[illegible] released under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
1000343800

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
☑ No Non ☐ Yes Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No Non ☐ Yes Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☑ CONFIDENTIAL / CONFIDENTIEL
☑ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux : ____________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No Non ☐ Yes Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No Non ☐ Yes Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No Non ☐ Yes Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No Non ☐ Yes Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No Non ☐ Yes Oui

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Ch-S4 - indicates [illegible] the Access to Information Act
AIPRC - Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
1000343800
Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? ☑ No ☐ Yes
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☑ Non ☐ Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? ☑ No ☐ Yes
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☑ Non ☐ Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat 1000343800
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) SYLVIE GINGRAS		Title - Titre DIRECTOR, CCSD	Signature Sylvie Gingras
Telephone No. - N° de téléphone (343) 291-5315	Facsimile No. - N° de télécopieur (866) 335-3237	E-mail address - Adresse courriel SYLVIE.GINGRAS@CBSAASFC.GC.CA	Date August 29, 2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Stephane Lafontaine		Title - Titre Security Specialist.	Signature
Telephone No. - N° de téléphone 343 291 7776.	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Stephane.lafontaine@cbsa-asfc.gc.ca	Date 11.9.2018.

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) BITSENE, MARLENE		Title - Titre	Signature Digitally signed by BITSENE, MARLENE Date: 2019.03.05 08:29:57 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.03 [illegible] -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS.

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat
47419-206529/001/EL

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
1000346529

Date
2020-01-20

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
OTTAWA ON K1A 0L5
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
Vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Lapalme, Francis

Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$5,858,100.00

Revised estimated cost
Coût révisé estimatif
$10,368,584.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/001/EL	001	609EL

This Amendment number 001 is raised to increase the Total Estimated Cost of the Contract.

1. At **Page 1** of the Contract, under Total Estimated Cost, amend as follows:

Delete: $ 4,510,484.00

Insert: $10,368,584.00

2. At Article **7. Authorities,** of the Contract:

Delete:

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name:	Francis Lapalme
Title:	A/Supply Team Leader
Organization:	Public Works and Government Services Canada Acquisitions Branch
Directorate:	Professional Services Procurement Directorate
Address:	10 Wellington Street, Gatineau, Québec
Telephone:	613-858-9912
E-mail address:	francis.lapalme@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Insert:

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name:	Josée Bastien
Title:	Supply Team Leader
Organization:	Public Works and Government Services Canada Acquisitions Branch
Directorate:	Professional Services Procurement Directorate
Address:	10 Wellington Street, Gatineau, Québec
Telephone:	613- 858-9843
E-mail address:	josee.bastien@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Vice-President April 23, 2020

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS.

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat
47419-206529/001/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000346529

Date
2020-04-23

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
OTTAWA ON K1A 0L5
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
Vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Josée Bastien

Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9843 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$431,750.40

Revised estimated cost
Coût révisé estimatif
$10,800,334.40

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

CFIA - Released under the Access to Information Act
ACIA - Divulgué en vertu de la Loi sur l'accès à l'information.

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/001/EL	002	609EL

This Amendment number 002 is raised to increase the Total Estimated Cost of the Contract.

1. At **Page 1** of the Contract, under Total Estimated Cost, amend as follows:

Delete: $10,368,584.00

Insert: $10,800,334.40

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Vice-President

Signature May 4, 2020 Date

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

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855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat
47419-206529/001/EL

Amendment No. - N° Modif
003

Client Reference No. - N° de référence du client
1000346529

Date
2020-04-27

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

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H2Y2E7
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Address Enquiries to: - Adresser toutes questions à:
Josée Bastien

Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9843 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$10,800,334.40

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

This Amendment number 003 is raised to apply the following change to the Contract.

1. At Article **7. Authorities**:

Delete:

(b) Project Authority

The Project Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director, Business Application Systems Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name: Kien Hien Tsang
Title: Director, Information, Science and Technology Branch
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-7413
E-mail address: hienkien.tsang@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Insert:

(b) Project Authority

The Project Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director, Business Application Systems Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name: Cameron MacDonald
Title: Director General, Business Application Services Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-6018 or 613-899-7421
E-mail address: cameron.macdonald@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

ATIA - Released under the Access to Information Act
LAI - Divulgué en vertu de la Loi sur l'Accès à l'information.

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
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K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

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222 Somerset Street West
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Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat 47419-206529/001/EL	**Amendment No. - N° Modif** 004
Client Reference No. - N° de référence du client 1000346529	**Date** 2020-06-08

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier 609el.47419-206529	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)
GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

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MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à: Josée Bastien	**Buyer Id - Id de l'acheteur** 609el
Telephone No. - N° de téléphone (613) 858-9843 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$5,877,420.00

Revised estimated cost **Coût révisé estimatif** $16,677,754.40	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre

Canada

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'accès à l'information.

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/001/EL	004	609EL

This Amendment number 004 is raised to increase the Total Estimated Cost of the Contract.

1. At **Page 1** of the Contract, under Total Estimated Cost, amend as follows:

Delete: $10,800,334.40

Insert: **$**16,677,754.40

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

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CONTRACT AMENDMENT
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K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat
47419-206529/001/EL

Amendment No. - N° Modif
005

Client Reference No. - N° de référence du client
1000346529

Date
2020-09-28

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

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Buyer Id - Id de l'acheteur
609el

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(613) 858-9843 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$16,677,754.40

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/001/EL	005	609EL

This Amendment number 005 is raised to amend the Contract as follows:

At **Article 9. Payment**:

INSERT:

Travel and Living Expenses – National Joint Council Travel Directive: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from the standard work location under this contract. The Contractor will be paid for actual time spent travelling at half the hourly rate. The hourly rate will be determined by dividing the firm per diem rate set out in Annex B by 7.5 hours. All payments are subject to government audit.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

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Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat
47419-206529/001/EL

Amendment No. - N° Modif
006

Client Reference No. - N° de référence du client
1000346529

Date
2021-05-13

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

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TPS/TVH

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Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

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609el

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(613) 858-9843 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$16,677,754.40

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

This Amendment number 006 is raised to apply the following change to the Contract.

1. At Article **7. Authorities**:

Delete:

(b) Project Authority

The Project Authority for the Contract is:

Name:	Antonio Utano
Title:	Executive Director, Business Application Systems Directorate
Organization:	Canada Border Services Agency
Address:	333 North River Road, Ottawa, Ontario K1A 0L8
Telephone:	613-858-4710
E-mail address:	antonio.utano@cbsa-asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name:	Cameron MacDonald
Title:	Director General, Business Application Services Directorate
Organization:	Canada Border Services Agency
Address:	333 North River Road, Ottawa, Ontario K1A 0L8
Telephone:	343-291-6018 or 613-899-7421
E-mail address:	cameron.macdonald@cbsa-asfc.gc.ca

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Insert:

(b) Project Authority

The Project Authority for the Contract is:

Name:	Christiane Frem
Title:	Manager, Business Control Unit
Organization:	Border Technology Innovation Directorate / Information, Science and Technology Branch - Canada Border Services Agency
Address:	333 North River Road, Ottawa, Ontario K1A 0L8
Telephone:	613-716-3873
E-mail address:	christiane.frem@cbsa.asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name:	Megan Young
Title:	Director, Automation, Integration & Emerging Technologies Division
Organization:	Border Technology Innovation Directorate / Information, Science and Technology Branch - Canada Border Services Agency
Address:	333 North River Road, Ottawa, Ontario K1A 0L8
Telephone:	343-550-4073
E-mail address:	megan.young@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

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Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

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Comments - Commentaires
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Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat 47419-206529/001/EL	**Amendment No. - N° Modif** 007
Client Reference No. - N° de référence du client 1000346529	**Date** 2021-06-11

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier 609el.47419-206529	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

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MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à: Josée Bastien	**Buyer Id - Id de l'acheteur** 609el
Telephone No. - N° de téléphone (613) 858-9843 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$2,255,242.00

Revised estimated cost **Coût révisé estimatif** $18,932,996.40	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/001/EL	007	609EL

This Amendment number 007 is raised to exercise Option Period 001, increase the Total Estimated Cost and extend the Contract Period of the Contract.

1. At Page 1 of the Contract, under Total Estimated Cost, amend as follows:

Delete: $16,677,754.40

Insert: $18,932,996.40

2. At Article **6. Contract Period**

(a) Contract Period:

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends August 7th, 2022; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) Option to Extend the Contract:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

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Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

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Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat
47419-206529/001/EL

Amendment No. - N° Modif
008

Client Reference No. - N° de référence du client
1000346529

Date
2022-06-07

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

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TPS/TVH

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( ) -

Increase (Decrease) - Augmentation (Diminution)
$2,255,242.00

Revised estimated cost
Coût révisé estimatif
$21,188,238.40

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/001/EL	008	609EL

This Amendment number 008 is raised to exercise Option Period 002 and extend the Contract Period of the Contract.

1. **At Page 1** of the Contract, under **Total Estimated Cost,** amend as follows:

Delete: $18,932,996.40

Insert: $21,188,238.40

2. At Article **6. Contract Period** delete in its entirety.

Insert:

6. Contract Period

(a) Contract Period:

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends August 7th, 2023; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) Option to Extend the Contract:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional one-year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

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Purchasing Office - Bureau des achats:
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Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

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The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 2)

Contract No. - N° du contrat
47419-206529/002/EL

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
1000346529

Date
2020-01-20

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
OTTAWA ON K1A 0L5
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
Vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Lapalme, Francis

Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$1,128,150.00

Revised estimated cost
Coût révisé estimatif
$1,624,536.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

This Amendment number 001 is raised to increase the Total Estimated Cost of the Contract.

1. At **Page 1** of the Contract, under Total Estimated Cost, amend as follows:

Delete: $ 496,386.00

Insert: $1,624,536.00

2. At Article **7. Authorities,** of the Contract:

Delete:

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Francis Lapalme
Title: A/Supply Team Leader
Organization: Public Works and Government Services Canada Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington Street, Gatineau, Québec
Telephone: 613-858-9912
E-mail address: francis.lapalme@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Insert:

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Josée Bastien
Title: Supply Team Leader
Organization: Public Works and Government Services Canada Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington Street, Gatineau, Québec
Telephone: 613- 858-9843
E-mail address: josee.bastien@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

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CONTRACT AMENDMENT
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Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

/ice-Preseident

May 4, 2020

Signature Date

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
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855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 2)

Contract No. - N° du contrat
47419-206529/002/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000346529

Date
2020-04-27

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

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OTTAWA ON K1A 0L5
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H2Y2E7
Canada

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Lapalme, Francis

Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$1,624,536.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

This Amendment number 002 is raised to apply the following change to the Contract.

1. At Article 7. Authorities:

Delete:

(b) Project Authority

The Project Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director, Business Application Systems Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name: Kien Hien Tsang
Title: Director, Information, Science and Technology Branch
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-7413
E-mail address: hienkien.tsang@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Insert:

(b) Project Authority

The Project Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director, Business Application Systems Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name: Cameron MacDonald
Title: Director General, Business Application Services Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-6018 or 613-899-7421
E-mail address: cameron.macdonald@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
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Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

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The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet TBIPS for BASD (Workstream 2)	
Contract No. - N° du contrat 47419-206529/002/EL	**Amendment No. - N° Modif** 003
Client Reference No. - N° de référence du client 1000346529	**Date** 2020-06-05
Requisition Reference No. - N° de la demande 47419-206529	
File No. - N° de dossier 609el.47419-206529	**CCC No./N° CCC - FMS No./N° VME**
Financial Codes **Code(s) financier(s)**	**GST/HST** **TPS/TVH**
F.O.B. - F.A.B. Other - Autre Specified Herein - Précisé dans les présentes	
GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus
Destination - of Goods, Services, and Construction: **Destination - des biens, services et construction:** TECHNOLOGY / TECHNOLOGIE NC REGION OTTAWA ON K1A 0L5 CANADA	
Invoices - Original and two copies to be sent to: **Factures - Envoyer l'original et deux copies à:** CANADA BORDER SERVICES AGENCY 2E ETAGE, #260-01 105, RUE MCGILL Vendors-fournisseurs@cbsa-asfc.gc.c MONTREAL Quebec H2Y2E7 Canada	
Address Enquiries to: - Adresser toutes questions à: Lapalme, Francis	**Buyer Id - Id de l'acheteur** 609el
Telephone No. - N° de téléphone (613) 858-9912 ( )	**FAX No. - N° de FAX** ( ) -
Increase (Decrease) - Augmentation (Diminution) $1,128,150.00	
Revised estimated cost **Coût révisé estimatif** $2,752,686.00	**Currency Type - Genre de devise** CAD
For the Minister - Pour le Ministre	

Canada

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/002/EL	003	609EL

This Amendment number 003 is raised to increase the Total Estimated Cost of the Contract.

1. At **Page 1** of the Contract, under Total Estimated Cost, amend as follows:

Delete: $1,624,536.00

Insert: $2,752,686.00

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
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Québec
K1A 0S5

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Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS

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855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 2)

Contract No. - N° du contrat
47419-206529/002/EL

Amendment No. - N° Modif
004

Client Reference No. - N° de référence du client
1000346529

Date
2021-05-13

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes Code(s) financier(s)

GST/HST TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

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Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost Coût révisé estimatif
$2,752,686.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

CBSA - released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'Accès à l'information.

This Amendment number 004 is raised to apply the following change to the Contract.

1. At Article **7. Authorities**:

Delete:

(b) Project Authority

The Project Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director, Business Application Systems Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name: Cameron MacDonald
Title: Director General, Business Application Services Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-6018 or 613-899-7421
E-mail address: cameron.macdonald@cbsa-asfc.gc.ca

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Insert:

(b) Project Authority

The Project Authority for the Contract is:

Name: Christiane Frem
Title: Manager, Business Control Unit
Organization: Border Technology Innovation Directorate / Information, Science and Technology Branch - Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 613-716-3873
E-mail address: christiane.frem@cbsa.asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name: Megan Young
Title: Director, Automation, Integration & Emerging Technologies Division
Organization: Border Technology Innovation Directorate / Information, Science and Technology Branch - Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-550-4073
E-mail address: megan.young@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
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Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature   Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
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855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 2)

Contract No. - N° du contrat
47419-206529/002/EL

Amendment No. - N° Modif
005

Client Reference No. - N° de référence du client
1000346529

Date
2021-06-11

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre   Specified Herein - Précisé dans les présentes

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See Herein - Voir ci-inclus

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Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9912 (   )

FAX No. - N° de FAX
(   )   -

Increase (Decrease) - Augmentation (Diminution)
$248,193.00

Revised estimated cost
Coût révisé estimatif
$3,000,879.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/002/EL	005	609EL

This Amendment number 005 is raised to exercise Option Period 001, increase the Total Estimated Cost and extend the Contract Period of the Contract.

1. At Page 1 of the Contract, under **Total Estimated Cost**, amend as follows:

Delete: $2,752,686.00

Insert: $3,000,879.00

2. At Article **6. Contract Period**

(a) Contract Period:

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends August 25th, 2022; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) Option to Extend the Contract:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

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Nom et titre du signataire autorisé (taper ou imprimer)

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Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 2)

Contract No. - N° du contrat
47419-206529/002/EL

Amendment No. - N° Modif
006

Client Reference No. - N° de référence du client
1000346529

Date
2022-06-07

Requisition Reference No. - N° de la demande
47419-206529

File No. - N° de dossier
609el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

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TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified Herein - Précisé dans les présentes

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Duty - Droits
See Herein - Voir ci-inclus

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MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Lapalme, Francis

Buyer Id - Id de l'acheteur
609el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$248,193.00

Revised estimated cost
Coût révisé estimatif
$3,249,072.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

This Amendment number 006 is raised to exercise Option Period 002, increase the Total Estimated Cost and extend the Contract Period of the Contract.

1. At Page 1 of the Contract, under **Total Estimated Cost**, amend as follows:

Delete: $3,000,879.00

Insert: $3,249,072.00

2. At Article **6. Contract Period**

(a) Contract Period:

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends August 25th, 2023; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) Option to Extend the Contract:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional one-year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Brendan Aldersley, Sr. Manager of Operations
Signature Date June 21,2021
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

894658699PG0005
TEKSYSTEMS CANADA CORP./SOCIÉTÉ TEKSYSTEMS CANADA
123 Slater Street, Suite 1000
123 Slater Street, Suite 1000
Ottawa
Ontario
K1P5H2
Canada
Operating as: TEKsystems

Title - Sujet
TBIPS Engineering Professional Serv

Contract No. - N° du contrat
47419-198132/001/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000348132

Date
2021-06-21

Requisition Reference No. - N° de la demande
47419-198132

File No. - N° de dossier
606el.47419-198132

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
OTTAWA ON K1A 0L5
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendeurs-fournisseurs@cbsa-asfc.gc.ca
National Invoice Reception Unit/Uniténationale de réception de facture
2e étage, 105 rue McGill, #260-01
Montreal, Qc H2Y 2E7

Address Enquiries to: - Adresser toutes questions à:
Mansour, Silvana

Buyer Id - Id de l'acheteur
606el

Telephone No. - N° de téléphone
(613) 858-9935 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$7,220,000.00

Revised estimated cost
Coût révisé estimatif
$23,200,000.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre
Mansour, Silvana Digitally signed by Mansour, Silvana
Date: 2021.06.21 14:16:54 -04'00'

Canada

This amendment number 002 is raised to increase the limitation of expenditure of Contract as indicated on page 1 to amend article 6, Contract Period, and to perform an administrative change to article 7 (c) Contractor's Representative as follows:

At page 1, the revised Total Estimated Cost is $23,200,000.00

DELETE: Article 6, Contract Period in its entirety.

INSERT:

6. Contract Period

The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which begins on August 4, 2020 and ends three years later on August 3, 2023.

AT Article 7 Authorities

DELETE:

(c) Contractor's Representative in its entirety.

INSERT:

(c) Contractor's Representative

Title: Account Manager
Address: 123 Slater Street, Suite 1000
Ottawa, ON K1P 5H2

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor 10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

- Account Manager

Signature Date Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
894658699PG0005
TEKSYSTEMS CANADA CORP./SOCIÉTÉ TEKSYSTEMS CANADA 123 Slater Street, Suite 1000
123 Slater Street, Suite 1000
Ottawa
Ontario
K1P5H2
Canada
Operating as: TEKsystems

Title - Sujet
TBIPS Engineering Professional Serv

Contract No. - N° du contrat 47419-198132/001/EL	**Amendment No. - N° Modif** 001
Client Reference No. - N° de référence du client 1000348132	**Date** 2021-05-05

Requisition Reference No. - N° de la demande
47419-198132

File No. - N° de dossier 606el.47419-198132	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)
GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY / TECHNOLOGIE
NC REGION
OTTAWA ON K1A 0L5
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendeurs-fournisseurs@cbsa-asfc.gc.ca
National Invoice Reception Unit/Uniténationale de réception de facture
2e étage, 105 rue McGill, #260-01
Montreal, Qc H2Y 2E7

Address Enquiries to: - Adresser toutes questions à: Mansour, Silvana	**Buyer Id - Id de l'acheteur** 606el
Telephone No. - N° de téléphone (613) 858-9935 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost **Coût révisé estimatif** $15,980,000.00	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre
Mansour, Silvana Digitally signed by Mansour, Silvana
Date: 2021.05.05 11:05:28 -04'00'

Canada

This administrative amendment is raised to make changes to the Technical Authority and Contractor's Representative articles.

AT Article 7. Authorities

DELETE:

(b) Technical Authority in its entirety.

INSERT:

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Christiane Frem
Title: Manager, Business Control Unit
Organization: Information, Science and Technology Branch (ISTB)
Address: 333 North River Road, Tower B
Telephone: 613-716-3873
E-mail address: Christiane.Frem@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

In her absence, the Technical Authority for the Contract is:

Name: Megan Young
Title: Director, Automation, Integration & Emerging Technologies Division
Organization: Information, Science and Technology Branch (ISTB)
Address: 333 North River Road, Tower B
Telephone: 343-550-4073
E-mail address: Megan.Young@cbsa-asfc.gc.ca

DELETE:

(c) Contractor's Representative in its entirety.

INSERT:

(c) Contractor's Representative

Name:
Title: Account Manager
Address: 123 Slater Street, Suite 1000
Ottawa, ON K1P 5H2
Telephone:
Facsimile:
E-mail address:

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
Terrasses de la Chaudière 5th Floor
10 Wellington Street
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Partner September 17, 2020

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

131585366PG0003
BDO CANADA LLP
180 Kent Street
Suite 1700
Ottawa
Ontario
K1P0B6
Canada

Title - Sujet
TSPS-Business Consulting-Stream 2&3

Contract No. - N° du contrat 47419-218907/001/ZQ	**Amendment No. - N° Modif** 001
Client Reference No. - N° de référence du client 1000348907	**Date** 2020-09-17

Requisition Reference No. - N° de la demande
47419-218907

File No. - N° de dossier 020zq.47419-218907	**CCC No./N° CCC - FMS No./N° VME**

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Address Enquiries to: - Adresser toutes questions à: St-Louis, Robin	**Buyer Id - Id de l'acheteur** 020zq
Telephone No. - N° de téléphone (613) 858-6185 ( )	**FAX No. - N° de FAX** ( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost **Coût révisé estimatif** $14,746,500.00	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre
StLouis, Robin
Digitally signed by: StLouis, Robin
DN: CN = StLouis, Robin C = CA O = GC OU = PWGSC-TPSGC
Date: 2020.09.17 11:23:52 -04'00'

Canada

This amendment no.001 is raised to:

- Change the Project Authority; and
- Change the Contractor's Representative.

At article 7.5.2 Project Authority

Delete existing article 7.5.2 Project Authority and **Replace with**:

7.5.2 Project Authority

The Project Authority for the Contract is:
Name: Antonio Utano
Title: Executive Director
Canada Border Services Agency
Phone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

At article 7.5.3 Contractor's Representative

Delete existing article 7.5.3 Contractor's Representative and **Replace with:**

7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:
Name:
BDO Canada LLP

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
Terrasses de la Chaudière 5th Floor
10 Wellington Street
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

[redacted] artner   Nov. 24, 2020

Signature   Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

131585366PG0003
BDO CANADA LLP
180 Kent Street
Suite 1700
Ottawa
Ontario
K1P0B6
Canada

Title - Sujet
TSPS-Business Consulting-Stream 2&3

Contract No. - N° du contrat
47419-218907/001/ZQ

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000348907

Date
2020-11-24

Requisition Reference No. - N° de la demande
47419-218907

File No. - N° de dossier
005zv.47419-218907

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
TECHNOLOGY/TECHNOLOGIE
NC REGION
OTTAWA ON K1A 0L5
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendors-fournisseurs@cbsa-asfc.gc.c
National Invoice Reception Unit/
Unite nationals de reception de fac
105 RUE MCGILL, #260-01
MONTREAL QC H2Y 2E7
CANADA

Address Enquiries to: - Adresser toutes questions à:
St-Louis, Robin

Buyer Id - Id de l'acheteur
005zv

Telephone No. - N° de téléphone
(613) 858-6185 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$14,746,500.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre
StLouis, Robin
Digitally signed by: StLouis, Robin
DN: CN = StLouis, Robin C = CA O = GC OU = PWGSC-TPSGC
Date: 2020.11.24 14:11:10 -05'00'

Canada

This amendment no.002 is raised to:

- Remove non-essential articles of the contract; and
- Describe clearly the process to add or to replace a resource to contract 47419-218907.

At article 7.1.1 Optional Goods or Services, or both

Delete entire article 7.1.1 Optional Goods or Services, or both

At article 7.1.2 Additional Resources Process

Delete entire article 7.1.2 Additional Resources Process

At article 7.1.3 Task Authorization, Part F

Delete entire article 7.1.3 Task Authorization, Part F and **Replace** with

F. Within 5 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B; and
3. for each resource proposed by the Contractor for the performance of the Work required:

   the name of the proposed resource;
   the resume of the proposed resource; and
   a demonstration that the proposed resource meets:
      a) the Contract security requirements;
      b) the required minimum Flexible Grid score for the applicable category; and
      c) the required minimum score for the point-rated technical criteria as specified in the RFP #47419-218907/A in Attachment 2 to part 4.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) **/ PARTIE 1** (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat : **47419-251689/002/EL**

Contractor Name / Nom du Contracteur : **Modis Canada Inc.**

Task Authorization (TA) No. Nº de l'autorisation de tâches (AT)	Commitment No. Nº de l'engagement	Financial Coding Code financier	Date of Issuance Date d'émission	Response required by Réponse requise d'ici le
2020001977	1000350477	192070000	Dec 18, 2019	Dec 20, 2019

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification:

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
Application/Software Architect - Level 3		English	eliability / Fiabilit
Application/Software Architect - Level 3		English	eliability / Fiabilit
Application/Software Architect - Level 3		English	eliability / Fiabilit
Application/Software Architect - Level 3		English	eliability / Fiabilit

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.):

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale : 20-Dec-2019

Initial End Date / Date de fin initiale : **03-Mar-2021**

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(s) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage :	None
Work Location(s) / Lieu(x) de travail :	National Capital Region

PART 2 (completed by the Contractor and/or the Technical/Project Authority) **/ PARTIE 2** (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / N° du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif
Charles Segal Application / Software Architect level 3	95990944	English			$350,235.00
Jesse Boudreau Application / Software Architect level 3	96071661	English			$350,235.00
Ranjithan Camalalingam Application / Software Architect level 3	95449713	English			$350,235.00
Sylvain Corbin Application / Software Architect level 3	95959937	English			$350,235.00
Estimated Cost / Coût estimatif					**$1,400,940.00**
Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie					$0.00
				HST	$182,122.20
Total Estimated Cost / Coût total estimatif					**$1,583,062.20**

Check applicable Basis of Payment / Cocher la Base de Paiement applicable : Maximum Price / Prix Maximum : ☒ Firm Price / Prix Ferme : ☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $300,000 When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est $300,000. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation

Eric Carrière

Name of Technical Authority / Nom de l'autorité technique Date

CARRIERE ERIC Digitally signed by CARRIERE ERIC Date: 2019.12.18 17:00:31 -05'00'

Signature

Name of Contracting Authority / Nom de l'autorité contractante Date

Signature

Name of the representative from CBSA / Nom du représentant de ASFC Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

William Thompson,
Vice President and Managing Director

12/16/2019

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Canada Border Services Agency   Agence des services frontaliers du Canada

Contrat 5500001064

Purchasing Office – Bureau des Achats

Canada Border Services Agency
355 North River Road, 17th Floor
Ottawa, ON K1A 0L8
Agence des services frontaliers du Canada
355 chemin North River, 17e étage
Ottawa, ON K1A 0L8

Title / Sujet

TBIPS SA – A.11 Tester Level 3 x 4

Contract No. – No du contrat 5500001064	**Amendment No. – No de la modification** **001**
Date **November 16th, 2021**	

Contract Amendment – Modification au Contrat

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente révisé sauf indication contraire, les modalités du contrat demeurent les mêmes.

F.O.B. – F.A.B.
Destination of Goods, Services, And Construction:
Destination des biens, services et construction :

Tel que mentionné dans le contrat original

Invoices to be sent to:
Factures – Envoyer à :

Tel que mentionné dans le contrat original

The Vendor/Firm hereby accepts/acknowledges this contract.

Le fournisseur/entrepreneur accepte/accuse réception du présent contrat.

Signature   Date

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (caractère d'impression)

Dhafir Burhan- Director

Contracting Authority: - Autorité contractante :
Olivier Décarie
Olivier.decarie@cbsa-asfc.gc.ca

Telephone No. – No de téléphone **514-218-7018**	**Fax No. – No de télécopieur** **N/A**

Previous Total Cost (GST incl.) / Coût total antérieur (tax incl.) $628,099.20	**Currency Type – Genre de devise** **CAD**
Amendment Value (GST incl.) / Valeur de la modification (tax incl.) $628,099.20	
Revised Value (GST incl.) / Valeur révisée (tax incl.) $1,256,198.40	

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

SoftSim Technologies Inc.
#202 - 404 Rue St-Pierre
Vieux-Montréal, QC H2Y 2M2
PBN : 863787651PG0001

Signed for the President by / Signé pour le Président par

DEROUIN MICHEL

Digitally signed by DEROUIN MICHEL
DN: C=ca, O=gc, OU=cbsa-asfc, OU=PERSONNEL, CN=DEROUIN MICHEL + SERIALNUMBER=2015286231103357
Reason: I am the author of this document
Location: your signing location here
Date: 2021-11-17 10:18:56
Foxit PhantomPDF Version: 10.0.1

Signature   Date

Michel Derouin
A/ Manager
CBSA PROCUREMENT, Operations (OPS),
Finance and Corporate Management Branch
Canada Border Services Agency

La modification 001 est soulevé afin d'apporter les changements suivant :

1. Exercer la période d'option 1 ajoutant $628,099.20 au contrat pour une nouvelle valeur maximale de $1,256,198.40
2. Modifier l'autorité contractante.
3. Ajuster la période du contrat.
4. Modifier la base de paiement.

À la section 1.7

Supprimer :

a. Contracting Authority
The Contracting Authority for the Contract is:
Name : Meagan Leclair
Title : A/Senior Contracting Officer
Organization : Canada Border Services Agency (CBSA)
Address : 355 North River Road, Vanier Tower B, 17th Floor, Ottawa, Ontario, K1A 0L8
Telephone : 343-551-6907
E-mail address : Meagan.Leclair@cbsa-asfc.gc.ca

Ajouter la nouvelle sous-section a. suivante :

a. Contracting Authority
The Contracting Authority for the Contract is :
Name : Olivier Décarie
Title : Procurement Officer
Organization : Canada Border Services Agency (CBSA)
Address : 400 place d'Youville 8ieme étage, Montréal, Québec, H2Y 2C2
Telephone : 514-218-7018
E-mail address : olivier.decarie@cbsa-asfc.gc.ca

À la section 1.6

Supprimer la section au complet.

Ajouter :

1.6 CONTRACT PERIOD

a. Contract Period : The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :

i. The "Contract Period", which begins on the date the Contract is awarded and ends on December 22, 2022.

À la section 1.8 sous-section a.

Supprimer sous-section iii

Ajouter :

iii. Professional Services provided under a Task Authorization with a Ceiling Price : For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the ceiling price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex b, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.
Estimated Cost: $1,111,680.00

TOUTES LES AUTRES TERMES ET CONDITIONS AU CONTRAT DEMEURENT INCHANGÉS

Canada Border Services Agency | Agence des services frontaliers du Canada

Title — Sujet :
TBIPS SA - A.11 Tester Level 3 x4

Contract No. — N° du contrat :
5500001064

Requisition No. - Numéro de la réquisition
1000353646

Amendement # - No de la modification 002

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road - 355 ch. River nord
17th Floor - 17ieme étage
Ottawa ON K1A 0L8

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

D.D.P. — D.D.P. :
Destination of Goods, Services, And Construction — Destination des biens, services et construction
See herein — voir aux présentes

Invoices to be sent to — Factures envoyés à :

Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature ____________________ Date __________

Renato Flores- Contract and Proposal Manager

Name, title of person authorized to sign (type or print) — Nom et tire du signataire autorisé (caractère d'impression)

Contracting Authority — Autorité contractante :
Meagan Leclair

Telephone No. — No de téléphone:
343-551-6907

E-Mail Address — Adresse Courriel:
Meagan.Leclair@cbsa-asfc.gc.ca

Previous Total Cost (GST incl.) / Coût total antérieur (tax incl.)	**Currency Type - Genre de devise :**
$1,256,198.40	
Amendment Value (GST incl.) / Valeur de la modification (tax incl.)	CAD
$0.00	
Revised Value (GST incl.) / Valeur révisée (tax incl.)	
$1,256,198.40	

Vendor / Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur :

SoftSim Technologies Inc.
#202 - 404 Rue St-Pierre
Vieux-Montréal, QC H2Y 2M2
PBN : 863787651PG0001

Signed for the President by — Signé pour le Président par :

DEROUIN MICHEL

Digitally signed by DEROUIN MICHEL
DN: C=ca, O=gc, OU=ccra-adrc, OU=PERSONNEL, CN=DEROUIN MICHEL + SERIALNUMBER=2015286231103657
Reason: I am the author of this document
Location: your signing location here
Date: 2022-04-13 08:41:33
Foxit PhantomPDF Version: 10.0.1

Signature Date

Name and Position Title — Nom et Titre du poste

Michel Derouin
A/ Manager, CBSA Procurement Division
Canada Border Services Agency

Amendment 002 is raised to make the following changes :

1) Update the Authorities.

At section 1.7 AUTHORITIES

DELETE section 1.7 in its entirety

INSERT :

1.7 AUTHORITIES

a. **Contracting Authority**

The Contracting Authority for the Contract is:

Name : Meagan Leclair
Title : A/ Team Lead
Organization : Canada Border Services Agency (CBSA)
Address : 355 North River Road, Vanier Tower B, 17th Floor, Ottawa, Ontario, K1A 0L8
Telephone : 343-551-6907
E-mail address : Meagan.Leclair@cbsa-asfc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. **Technical Authority**

The Technical Authority for the Contract is:

Name : Bruce Middler
Title : Manager
Organization : Canada Border Services Agency (CBSA)
Address : 333 North River Road, Vanier Tower A, Ottawa, Ontario, K1A 0L8
Telephone : 343-291-7760
E-mail address: Bruce.Middler@cbsa-asfc.gc.ca

In their absence, the Technical Authority is:

Name : Julie Joanisse
Title : IT Manager
Organization : Canada Border Services Agency (CBSA)
Address : 333 North River Road, Vanier Tower A, Ottawa, Ontario, K1A 0L8
Telephone : 343-572-7599
E-mail address: julie.joanisse@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c. **Contractor's Representative**

The Contractor's Representative for the Contract is:

Name :
Title : Contract and Proposal Manager
Organization : SoftSim Technologies Inc.
Address : #202 - 404 Rue St-Pierre, Vieux-Montréal, QC H2Y 2M2
Telephone :
E-mail address :

Canada Border Services Agency | Agence des services frontaliers du Canada

Contract No.: 5500001064

Title — Subjet:

TBIPS SA - A.11 Tester Level 3 x4

Purchasing Office — Bureau des Achats :

Canada Border Services Agency
Agence des services frontaliers du Canada
355 North River Road - 355 ch. River nord
17th Floor - 17ieme étage
Ottawa ON K1A 0L8

Contract No. — No du contract:

5500001064

Contract — Contrat

Your proposal is accepted to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and/or services, or construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, et/ou les services ou la construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(s) prix indiqué(s).

D.D.P. — D.D.P.:

Destination of Goods, Services, And Construction — Destination des biens, services et construction
See herein — voir aux présentes

Invoices to be sent to — Factures Envoyer à :

Canada Border Service Agency
Agence des services frontaliers du Canada
vendors-fournisseurs@cbsa-asfc.gc.ca

The Vendor/Firm hereby accepts/acknowledges this contract — Le fournisseur/entrepreneur accepte/accuse réception du présent contrat :

Signature

Date: 2020-12-23

Dhafir Burhan, Director

Name, title of person authorized to sign (type or print) — Nom et tire du signataire autorisé (caractère d'impression)

Contracting Authority — Autorité contractante :

Meagan Leclair

Telephone No. — No de telephone:	**Fax No. — No de télécopieur :**
343-551-6907	

E-Mail Address — Courriel:

Meagan.Leclair@cbsa-asfc.gc.ca

Total Estimated Cost (HST incl.) /Coût total estimatif (TVH incl.):	**Currency Type - Genre de devise :**
$628,099.20	CAD

Vendor / Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur :

SoftSim Technologies Inc.
#202 - 404 Rue St-Pierre
Vieux-Montréal, QC H2Y 2M2
PBN : 863787651PG0001

Signed for the President by — Signé pour le Président par :

DEROUIN MICHEL

Digitally signed by DEROUIN MICHEL
DN: C=ca, O=gc, OU=ccra-adrc, OU=PERSONNEL, CN=DEROUIN MICHEL + SERIALNUMBER=201528E231103657
Reason: I am the author of this document
Location: your signing location here
Date: 2020-12-22 17:14:20
Foxit PhantomPDF Version: 10.0.1

Signature | Date

Name and Position Title — Nom et Titre du poste

Michel Derouin

A/ Manager
Strategic Procurement Division (SPD), Operations (OPS), Finance and Corporate Management Branch
Canada Border Services Agency

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CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

1.1 REQUIREMENT

a. SoftSim Technologies Inc. (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

b. **Client(s) :** Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

c. **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

d. **Defined Term :** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meaning:

   i. Any reference to an Identified User is a reference to the Client.
   ii. "deliverable" or "deliverables" includes all documentation outlined in this Contract
   iii. "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

1.2 TASK AUTHORIZATION ("TA")

a. **As and When Requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

b. **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendix "B" of Annex "A".

b. **Form and Content of Task Authorization :**

   i. The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix "A" to Annex "A".

   ii. The draft Task Authorization will contain the details of the activities to be performed, and must contain the following information, if applicable :

      A. a task number;
      B. The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
      C. the details of any financial coding to be used;
      D. the category of resources and the number required;
      E. a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
      F. the start and completion dates;
      G. milestone dates for deliverables and payments (if applicable);

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ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

H. the number of person-days of effort required;
I. whether the work requires on-site activities and the location;
J. the language profile of the resources required;
K. the level of security clearance required of resources;
L. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
M. any other constraints that might affect the completion of the task.

c. **Contractor's Response to Draft Task Authorization:**

The Contractor must provide the Technical Authority, within three (3) working days of receiving the draft Task Authorization or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

d. **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**

To be validly issued, a TA must include the following signature(s):

A. for any TA with a value less than or equal to $0.00 (including Applicable Taxes), the TA must be signed by the Technical Authority and the Contracting Authority; and

B. for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and the Contracting Authority or another member of the Strategic Procurement Division (SPD).

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Technical Authority's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

e. **Periodic Usage Reports:**

i. The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

ii. The quarterly periods are defined as follows:

A. April 1 to June 30;
B. July 1 to September 30;
C. October 1 to December 31; and
D. January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

iii. Each report must contain the following information for each validly issued TA (as amended):

   A. the Task Authorization number and the Task Authorization Revision number(s), if applicable;
   B. a title or a brief description of the task;
   C. the name, Resource category and level of each resource involved in performing the TA, as applicable;
   D. the total estimated cost specified in the TA (applicable taxes extra);
   E. the total amount (applicable taxes extra) expended to date;
   F. the start and completion date; and
   G. the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

iv. Each report must also contain the following cumulative information for all the validly issued TAs (as amended):

   A. the amount (applicable taxes extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
   B. the total amount, applicable taxes extra, expended to date against all validly issued TA's.

f. **Refusal of Task Authorizations or Submission of a Response which is not Valid:**

The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex "B". Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

g. **Consolidation of TAs for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

1.3 MINIMUM WORK GUARANTEE

a. In this clause,

   i. "**Maximum Contract Value**" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and
   ii. "**Minimum Contract Value**" means 5 % of the Maximum Contract Value on the date the contract is first issued.

b. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

c. In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.

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ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract
   i. for default.
   ii. for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
   iii. for convenience within ten business days of Contract award.

1.4 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual).

a. **General Conditions :**

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

   a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
   b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

1.5 SECURITY REQUIREMENT

a. The following Security Requirement Check List (SRCL and related clauses) applies to the Contract.

PWGSC File # Common PS SRCL #6

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC.

3. The Contractor must not remove any protected information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC

5. The Contractor must comply with the provisions of the:
   1. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
   2. *Industrial Security Manual* (Latest Edition).

1.5.1 ADDITIONAL SECURITY REQUIREMENT

The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Bidder and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the "Policy on Government Security - Personnel Security Standard", irrespective of whether such assessment has already been conducted under any such policies. Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section"(PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

For each proposed resources, the Bidder should submit a complete signed original TBS 330-23 Form - Personnel Screening Consent and Authorization (https://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.asp) with their Bid. If not provided with the bid, the Bidder must provide it upon request and in the timeframe stated by the Contracting Authority (prior to Contract Award).
Until the credit check, fingerprinting and all other security screening processes required by this Request for Proposal have been completed and the recommended Bidder and the proposed personnel is deemed suitable by the CBSA, no contract will be awarded and the recommended Bidder personnel will not be permitted access to Protected / Classified information or assets, and will not be permitted to enter sites where such information or assets are kept.

In the event the recommended Bidder is not deemed suitable following the security screening process required by the CBSA, the said recommended Bidder's (Contractor and its personnel) bid will be deemed non-compliant and the next ranked Bidder will be contacted. If only one bid was obtained and the recommended Bidder does not meet the security requirement, then, the Contracting Authority will determine the next steps in order to ensure all requirements are met.

***Fees are applicable. Fingerprinting will be at the Bidder's cost.**

1.6 CONTRACT PERIOD

a. **Contract Period** : The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :

   i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends on December 22, 2021; and

   ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

b. **Option to Extend the Contract** :

   i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
   ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

1.7 AUTHORITIES

a. **Contracting Authority**

The Contracting Authority for the Contract is:

Name : Meagan Leclair
Title : A/Senior Contracting Officer
Organization : Canada Border Services Agency (CBSA)
Address : 355 North River Road, Vanier Tower B, 17th Floor, Ottawa, Ontario, K1A 0L8
Telephone : 343-551-6907
E-mail address : Meagan.Leclair@cbsa-asfc.gc.ca

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. **Technical Authority**

The Technical Authority for the Contract is:

Name : Paul van Berkel
Title : A/Director
Organization : Canada Border Services Agency (CBSA)
Address : 333 North River Road, Vanier Tower A, Ottawa, Ontario, K1A 0L8
Telephone : 613-410-1562
E-mail address: Paul.vanBerkel@cbsa-asfc.gc.ca

In their absence, the Technical Authority is:

Name : Julie Joanisse
Title : IT Manager
Organization : Canada Border Services Agency (CBSA)
Address : 333 North River Road, Vanier Tower A, Ottawa, Ontario, K1A 0L8
Telephone : 343-572-7599
E-mail address: julie.joanisse@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c. **Contractor's Representative**

The Contractor's Representative for the Contract is:
Name :
Title : Project Director
Organization : SoftSim Technologies Inc.
Address : #202 - 404 Rue St-Pierre, Vieux-Montréal, QC H2Y 2M2
Telephone :
E-mail address :

1.8 PAYMENT

a. **Basis of Payment**

One or more of the basis of payment options below will be specified in the TA:

i. **Professional Services provided under a Task Authorization with a Limitation of Expenditure:** For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

ii. **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

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iii. **Professional Services provided under a Task Authorization with a Ceiling Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the ceiling price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex b, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: $555,840.00

iv. **Pre-Authorized Travel and Living Expenses** : Canada will not pay any travel or living expenses associated with performing the Work.

v. **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

vi. **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

vii. **Purpose of Estimates**: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.

b. Limitation of Expenditure - Cumulative Total of all Task Authorizations

i. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum set out on page one of the Contract. Customs duties are included and applicable taxes are extra.

ii. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

iii. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

A. when it is 75 percent committed, or
B. four (4) months before the contract expiry date, or
C. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

iv. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

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c. **Methods of Payment**

One or more of the following methods of payment will form part of the approved TA:

For a Firm Price TA:

a) **Single Payment:**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work delivered has been accepted by Canada.

b) **Milestone Payment:**

Canada will pay the Contractor on a milestone basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all required certificates have been signed by the respective authorized representatives; all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

For the Work specified in an approved TA subject to a cost reimbursable to a limitation of expenditure or ceiling price:

c) **Single Payment:**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work delivered has been accepted by Canada.

d) **Monthly Payment:**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
ii. all such documents have been verified by Canada;
iii. the Work performed has been accepted by Canada.

d. **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

e. **Payment Credits**

i. **Failure to Provide Resource:**

A. If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

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B. **Corrective Measures:** If credits are payable under this Article for two (2) consecutive months or for three (3) months in any twelve-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five (5) working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

C. **Termination for Failure to Meet Minimum Availability Level** : In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor three 3 months' written notice of its intent, if any of the following apply :

1. the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
2. the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

ii. **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.

iii. **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

iv. **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

v. **Canada's Rights & Remedies not Limited** : The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

vi. **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

f. **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.9 INVOICING INSTRUCTIONS

a. The Contractor must submit invoices in accordance with the information required in the General Conditions.

b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

d. The Contractor must provide the original of each invoice to the Technical Authority's paying office (CBSA Finance) at the following location on a monthly basis:

All invoices must be submitted using the following method (**only one copy of the invoice should be sent to the Agency**):

Email: Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries.

Direct Deposit:
The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact ca-ci@cbsa-asfc.gc.ca to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

IMPORTANT NOTE: **If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

1.10 CERTIFICATIONS

a. Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

b. SACC Manual Clauses

i. A3010T (2010-08-16), Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

1.11 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY CONTRACTOR

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.202131537.154425323.1406223033). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

1.12 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Ontario.

1.13 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

b. General Conditions 2035 (2020-05-28);

c. Annex A, Statement of Work - Annex A including its Appendices as follows;

    i. Appendix A to Annex A - Tasking Assessment Procedure;

    ii. Appendix B to Annex A - Task Authorization (TA) Form;

    iii. Appendix C to Annex A - Resource Assessment Criteria and Response Table;

    iv. Appendix D to Annex A - Certifications at the TA stage

d. Annex B, Basis of Payment;

e. Annex C, Security Requirements Check List;

f. the signed Task Authorizations including any required Certifications;

g. Supply Arrangement Number EN578-170432/258/EI (the "Supply Arrangement");

h. the Contractor's bid dated November 2, 2020.

1.14 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

1.15 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
   a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
   b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
   c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
   d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
   e. Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
   f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
   g. Employees and, if applicable, Volunteers must be included as Additional Insured.
   h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
   i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
   j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
   k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

   Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

1.16 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

b. **First Party Liability :**

   i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to :

      A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
      B. physical injury, including death.

   ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.

   iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

   iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.

   v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :

A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00 , whichever is more.

vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. **Third Party Claims :**

i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

1.17 PROFESSIONAL SERVICES - GENERAL

a. The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

b. If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

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c. In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
    a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
    b. security information on the proposed replacement as specified by Canada, if applicable.

    The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
    a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
    b. assess the information provided under (c) (1) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (2) (a) above, or require another replacement in accordance with this sub article (c).

Where an Excusable Delay applies, Canada may require (c) (2) (b) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

1.18 SAFEGUARDING ELECTRONIC MEDIA

a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

1.19 REPORTING REQUIREMENTS

The Contractor must provide reports identified in the Task Authorization and Statement of Work, if any.

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1.20 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract and issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

1.21 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

1.22 GOVERNMENT PROPERTY

Canada agrees to supply the Contractor with the items listed below (the "**Government Property**"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

1.23 TRANSITION SERVICES AT END OF CONTRACT PERIOD

The Contractor agrees to execute the transition tasks identified in the Statement of Work, in the period leading up to the end of the Contract Period, and it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier.

1.24 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as a Contractor Representative prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

TITLE

Software Tester, Level 3

BACKGROUND

Information Science and Technology Branch (ISTB) of Canada Border Services Agency (CBSA) mandate is to enable effective and efficient border management through the design, development, implementation, delivery and operation of innovative solutions, science and technology for the major issues facing border management today and in the future.
The Production Assurance testing teams are responsible for validating that the Canada Border Services Agency (CBSA) Corporate, Commercial and Traveller Processing systems meet the business, system and usability requirements.

OBJECTIVE

The CBSA requires up to (4) Software Testers to provide software testing services for various CBSA large scale, complex and integrated Corporate, Common, Travellers and Commercial Processing systems.

SCOPE

The Contractor will be responsible for analyzing business and system requirements, conducting test planning, writing and executing manual test cases, creating test data, developing, executing and maintaining automated test scripts for various software systems.

The Contractor must have experience in developing test packages including test strategies, test plans, test cases, test cycles, automated test scripts and test analysis and reporting. Experience and knowledge of testing procedures, environments and strategies as well as problem reporting, release and change management processes is expected.

The consultant must have experience in testing Web based applications given that the development and testing environments are based on Java Web Technologies, and other Web technologies/frameworks such as HyperText Markup Language (HTML), Extensible HyperText Markup Language (XHTML), Extensible Markup Language (XML) and Java Server Faces (JSF) and/or JSP.

TASKS

On an as and when requested basis, through the issuance of Task Authorizations (TAs), the proposed resource will provide the following. Each Task Authorization will specify the tasks and completion schedule. Responsibilities include, but are not limited to:

- Develop and execute test strategies, test processes, test procedures, test plan, test scenarios, test cases, test cycles, automated test scripts and test analysis in support of application development and maintenance;
- Conduct testing in accordance with the test and release management plan;
- Create test data in accordance with the test strategy/test plan;
- Provide Status Reports;
- Document and report testing activities using established tools and practices;
- Log defects and track to closure, working with development teams to establish defect validity, cause and retesting as required;
- Handle testing issues in a timely fashion;
- Participate and contribute to team and release meetings, and walkthroughs session;
- Provide testing impacts (estimates) for new release content derived from defects, and /or technical/infrastructure modifications;
- Work with cross-functional teams to ensure quality throughout the software development lifecycle;
- Provide support of testing activities in an integrated system environment;

- Apply knowledge of automated test case tools such as HP Quality Center or UFT;
- Develop, execute and maintain manual/automated test scripts using HP ALM/UFT; and
- Mentor CBSA staff.

DELIVERABLES

On an as and when requested basis, through the issuance of Task Authorizations (TAs), the proposed resource will provide the deliverables as specified in the deliverables and completion schedule on the TA. Deliverables will include but not limited to:

Deliverables	Schedule
Test strategies, test plans, test cases, test scenarios and test data for client-server, web, web services and COBOL based application changes using MS-Office suite of tools and HP Application Lifecycle Management (ALM). The contractor needs to write a test strategy/test plan for each release. The strategy will include the test cases/scenarios, test data/parameters, automated scripts and level of effort/duration necessary to test the system(s).	As per each Release or Maintenance release schedule, provided by the Technical Authority.
Designing, coding, debugging and executing automated test scripts using HP UFT and/or SoapUI. These scripts must be well documented, in order for other testers to be able to execute the scripts successfully.	As per each Release or Maintenance release schedule, provided by the Technical Authority.
Designing, coding, debugging and executing automated test scripts for automated test data generation.	As per each Release or Maintenance release schedule, provided by the Technical Authority.
Test analysis and results reports.	As per each Release or Maintenance release schedule, provided by the Technical Authority.
Testing Impacts (estimates) for testing of new systems, Changes Requests, Defects and infrastructure/ platform modifications.	As per each Release or Maintenance release schedule, provided by the Technical Authority.
Input to CBSA testing standards and best practices documentation.	As needed.
Presentations and procedural documents for peers and management using the MS-Office suite of tools. The contractor must be able to produce presentations on their testing strategies and testing results. They must also produce procedural documents on the steps needed to run their automated and/or manual scripts.	As needed.
Weekly status report using the MS-Office suite of tools. The contractor must produce a weekly status report detailing their deliverables for the week. In this report the contractor must document all deliverables completed and what needs to be completed in order to finish their tests, including timeframes.	Weekly

All deliverables must be provided in conformance with CBSA's standard desktop operating software which is Microsoft Office Suite (including Word, Excel, Visio and PowerPoint) in English.

All deliverables must be initially provided in draft to the Technical Authority for review. Should there be problems or issues with the deliverables being presented, the Technical Authority will notify the resource of the items that must be modified within five (5) business days of receipt of the draft deliverable. Once all items have been resolved and acceptable to the Technical Authority, a finalized version of the deliverables will be provided to the Technical Authority within five (5) business days from acceptance.

REPORTING REQUIREMENTS

If a TA has been authorized, the resource must provide a weekly status report in MS Word electronically to the Technical Authority outlining what work was undertaken during the reporting period, what work is still outstanding, and any issues or concerns that the resource wants to identify to the attention of the Technical Authority. The status reports must also be supported by a monthly detailed time sheet mapped to deliverables, using standard template.

COMMUNICATION

It is the responsibility of the Contractor to facilitate and maintain regular communication with the CBSA Technical Authority. Status updates, verbal or written, may be requested by the Technical Authority over the course of the contract. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include: phone calls; electronic mail; faxes; and meetings. In addition, the Contractor is to immediately notify the Technical Authority of any issues, problems or areas of concern in relation to any work completed under the contract, as they arise.

METHOD AND SOURCE OF ACCEPTANCE

All services rendered under the Contract/TA are subject to inspection by the Technical Authority.

All deliverables shall respect the following principles:

Logical structure - flow in a logical format that permits the reader to entirely understand the objectives of the initiative, and that it appropriately describes how recommendations and conclusions were determined;

Business oriented - concerned with the business capabilities and impact, rather than having a technical focus; and

Comprehensive - includes all significant factors to a complete evaluation of the context, constraints, risks and expectations of the work.

CONSTRAINTS

The Contractor is not permitted to disclose CBSA provided information learned through this contract to external sources unless authorized by the designated CBSA Technical Authority.

The CBSA's working hours are between 07:00 to 18:00 Monday through Friday, except for Statutory Holidays where Government Offices are closed. These hours are not representative of the duration of a Contractor's work day. All proposed personnel must be available to work outside normal office hours during the duration of the Contract. The Technical Authority will advise the Contractor as soon as possible of any required work outside standard working hours.

LANGUAGE

The proposed Resource will be required to perform the work in English. Every individual proposed in its bid will be fluent in English. The individual proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

TECHNICAL ENVIRONMENT

The Contractor will provide the Services in conformance with CBSA's standard desktop operating software, currently, Microsoft Office Suite (including Word, Excel, and PowerPoint).

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All Deliverables provided by the Contractor will become integrated within CBSA's technical and operational environment as specified by CBSA.

The technical environment at CBSA is comprised of several technologies including but not limited to:

- JAVA on IBM z/OS, SUN Solaris Server, or Microsoft Server
- COBOL on IBM z/OS Mainframe
- IBM WebSphere Application Server on z/OS (version 6 or more)
- IBM WebSphere MQ on z/OS (version 6 or more)
- HTTPS (SSL)
- Web Services
- JavaScript
- XML
- Microsoft PowerPoint, Visio, Word, Excel, Internet Explorer, Windows 2000 and XP
- MS SQL
- HP Quick Test Professional
- HP Quality Center
- HP Performance Center
- HTML
- IBM DB2
- J2EE
- Java

CLIENT SUPPORT

The Contractor will be provided with CBSA user IDs, passwords, workstation or laptop, and other materials as required in order to process, store, and/or transmit CBSA data on CBSA networks during the contract.

The use of the Contractor's IT systems are not permitted.

LOCATION OF WORK

The work is expected to be performed off site in accordance to the current COVID-19 directives on workplace occupancy. This may change at the discretion of CBSA and the return-to-workplace strategy plan.

There is no travel requirement outside the NCR.

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

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APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA)	
Contractor:	Contract Number:
Task Number:	Date:
Amendment Number:	Date:
TA Request **(For completion by Project Authority)**	
1. Description of service(s) to be delivered/provided as per the Statement of Work [Insert details and ensure the description is within scope and deliverables of original contract]	

2. PERIOD OF SERVICES	From:		To:	

3. Service Location	[Indicate where the work will be performed within the NCR]
4. Travel Requirements	[ ] Yes [ ] No
5. Other Conditions /Restraints	[ ] Yes [ ] No Specify:
6. Basis of Payment	Limitation of Expenditure [ ] Ceiling Price [ ] Firm Price [ ]

7. METHOD OF PAYMENT:		
[ ] Single	[ ] Monthly	[ ] Milestones

8. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL	
[ ] Reliability	
9. LANGUAGE OF WORK	
Language of service(s) to be delivered/provided	[ ] English
TA Proposal [For completion by Contractor]	
10. Estimated Cost Contract <Insert additional rows as required>	

Resource Category & Name of Proposed Resource	PWGSC Security File Number	Firm Per Diem Rate	Estimated level of days of efforts	Total
				$
				$
				$
			Sub-Total Price:	
			Tax (GST or HST):	
			Total Price Including Tax:	

TA Approval
11. Signing Authorities

Name and Title of Individual Authorized to Sign on Behalf of Contractor [type or print]	Signature	Date
Name and Title of TBS Project Authority [type or print]	Signature	Date
Name and Title of Individual Authorized to Sign on Behalf of the Treasury Board of Canada Secretariat (TBS) [type or print]	Signature	Date

12. Basis of Payment & Invoicing

Payment to be made based on receipt of a detailed invoice for services rendered, subject to acceptance by the Technical/Project Authority.

Electronic submission of original invoices must be sent to the Technical/Project Authority identified in the Contract.

All invoices must be as per contract terms and conditions.

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APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Note: the evaluation criteria identified in this section will be the same as the solicitation but the experience required will be "*from TA request date*" instead of "*from bid closing date*", when applicable.

1.0 Mandatory Resource Assessment Criteria:

NAME OF RESOURCE:			
#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
MT1	The Bidder must provide two (2) Project References for work performed by the Proposed Resource that is relevant to the Category. These references must be from two different projects and each should include the following information: **Project A:** Client Name: Client Contact Name: Title of the Contractor: Duration (mm-yyyy to mm-yyyy): Phone Number and/or Email: **Project B:** Client Name: Client Contact Name: Title of the Contractor: Duration (mm-yyyy to mm-yyyy): Phone Number and/or Email:		
MT2	The Bidder must clearly ***demonstrate** that the Proposed Resource has a minimum of 120 months within the last 180 months, hands on experience testing at least two (2) different ****COMPLEX IM/IT APPLICATIONS.** For		

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NAME OF RESOURCE:			
#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
	each projects, the Proposed Resource must have performed all of the following testing activities: • analysis of requirements and estimation of testing level of effort; and • developing and maintaining test plans; and • developing, maintaining and executing test; and • defining and creating test data manually or using data-seeding tools; and • reporting of test results. ***demonstrate**: the candidate must clearly demonstrate in the resume how she/he meets the criteria. Stating only that he/she meets will not be sufficient to meet the criteria. ****A COMPLEX IM/IT APPLICATION*** refers to an application with four (4) or more of the following characteristics: • a multi-platform set of technologies requiring integration; • a multi-tier diverse set of technologies requiring integration; • a nationally-distributed user base; • supports mission-critical functional requirements and two (2) or more demanding non-functional requirements such as high availability, recoverability, critical response times, scalability, challenging security, etc.; a large number of business transactions with sub-second response times requiring high availability and reliability.		
MT3	The Bidder must ***demonstrate** that the Proposed Resource has a minimum of 60 months hands-on experience within the last 120 months developing and maintaining automated test scripts and test data beyond "record and play back", using a recognized testing tool such as HP Quick Test Professional, UFT or equivalent.		

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NAME OF RESOURCE:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Demonstrated experience (Bidders to insert data)	Insert page # of resume
MT4	The Bidder must ***demonstrate** that the Proposed Resource has a minimum of 60 months experience in testing Java based and JEE applications running on the WebSphere Application Servers.		

2.0 Point Rated Resource Assessment Criteria:

NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT1	Further to MT2, the Bidder should clearly ***demonstrate** that the Proposed Resource has additional hands on experience testing at least two (2) different ****COMPLEX IM/IT APPLICATIONS.** For each projects, the Proposed Resource must have performed all of the following testing activities: • analysis of requirements and estimation of testing level of effort; and • developing and maintaining test plans; and • developing, maintaining and executing test; and • defining and creating test data manually or using data-seeding tools; and • reporting of test results. ***demonstrate:** the candidate must clearly demonstrate in the resume how she/he meets the criteria. Stating only that he/she meets will not be sufficient to meet the criteria.	120 months or less = 0 points 121 months to 132 months = 5 points 133 months to 144 months = 10 points 145 months to 156 months = 15 points 157 months to 168 months = 20 points 169+ months = 25 points	25	

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NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	"A COMPLEX IM/IT APPLICATION" refers to an application with four (4) or more of the following characteristics: - a multi-platform set of technologies requiring integration; - a multi-tier diverse set of technologies requiring integration; - a nationally-distributed user base; - supports mission-critical functional requirements and two (2) or more demanding non-functional requirements such as high availability, recoverability, critical response times, scalability, challenging security, etc.; - a large number of business transactions with sub-second response times requiring high availability and reliability.			
RT2	Further to MT3, the Bidder should clearly ***demonstrate** that the Proposed Resource has a minimum of 60 months hands-on experience within the last 120 months developing and maintaining automated test scripts and test data beyond "record and play back", using a recognized testing tool such as HP Quick Test Professional, UFT or equivalent.	60 months or less = 0 61 months to 72 months = 5 points 73 months to 84 months = 10 points 85 months to 96 months = 15 points 97 months to 108 months = 20 points 109 months = 25 points	25	
RT3	Further to MT4, the Bidder should clearly ***demonstrate** that the Proposed Resource has a minimum of 60 months experience in testing Java based and JEE applications running on the WebSphere Application Servers.	60 months or less = 0 61 months to 72 months = 5 points 73 months to 84 months = 10 points 85 months = 15 points	15	

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NAME OF RESOURCE:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT4	The bidder should ***demonstrate** that the Proposed Resource has experience creating and executing test scripts using at least one or more of the following protocols: HTTP, and/or SOAP and/or XML.	HTTP = 10 points SoapUI = 10 Points XML = 10 points	30	
RT5	The bidder should ***demonstrate** that the Proposed Resource has experience testing mobile applications.	12 months or less = 5 point 13 months to 24 months = 10 points 25 months = 15 points	15	
RT6	The bidder should ***demonstrate** that the Proposed Resource has experience testing systems integrated with IBM products such as Z/OS mainframe, MQ, Websphere.	60 months or less = 0 61 months to 72 months = 5 points 73 months to 84 months = 10 points 85 months = 15 points	15	
RT7	The bidder should ***demonstrate** that the Proposed Resource has experience identifying and documenting software defects using a commercial software defect logging and tracking systems such as JIRA or equivalent.	12 months or less = 5 point 13 months to 24 months = 10 points 25 months = 15 points	15	
RT8	The bidder should ***demonstrate** that the Proposed Resource has experience coaching, mentoring and providing knowledge transfer.	60 months or less = 5 61 months to 72 months = 10 points 73 months = 15 points	15	
RT9	The bidder should ***demonstrate** that the Proposed Resource has Software Testing Certification such as ISQTB, from a recognized qualification certification organisation. Bidders must provide a readable copy of the degree in English or French with its bid.	No = 0 points Yes = 5 points	5	
RT10	The bidder should ***demonstrate** that the Proposed Resource has a College diploma/University Degree from a recognized	No = 0 points Yes = 5 points	5	

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NAME OF RESOURCE:				
#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	Canadian college/university in Computer Science or Computer programming. Bidders must provide a readable copy of the degree in English or French with its bid.			
		Total Available points:	165	
		Minimum Total Overall Points Required to be declared responsive:	120	
		Total achieved:		

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APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

By submitting a Proposed Resource in response to a Task Authorization (TA), the Contractor certifies the following:

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the infomation pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

4. CERTIFICATION OF LANGUAGE

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

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ANNEX B

BASIS OF PAYMENT

A. CONTRACT PERIOD

During the period of the contract, the Contractor will be paid as specified below for work performed in accordance with the contract.

1.0 LABOR

The Contractor will be paid as specified below for work performed in accordance with the Contract.

Category of personnel and level Initial Period (Contract Award - December 22, 2021)	Firm all-inclusive per diem rate (GST/HST extra)
A.11 Tester Level 3	$579.00

While the estimated number of resources is four (4), this may fluctuate up or down depending on operational requirements, the number of engagements running concurrently and the complexity of the engagements.

1.1 OPTION TO EXTEND THE TERM OF THE CONTRACT

Subject to the exercise of the Contract option, the Contractor will be paid the following rates for work performed pursuant to this Contract, in accordance with Annex A, during the extended period of the Contract. Applicable taxes are extra.

Category of personnel and level Option Period 1 (December 23, 2021 - December 22, 2022)	Firm all-inclusive per diem rate (GST/HST extra)
A.11 Tester Level 3	$579.00

1.2 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked X applicable firm per diem rate}}{\text{7.5 hours}}$$

(i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
(ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to terms of payment.

1.3 GST/HST

a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

b) The estimated HST is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.

c) All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

d) The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

All estimates contained in the Contract relating to travel, optional items or as and when requested goods or services are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to exercise such options or purchase such services.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
1000353646

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: C.B.S.A.

2. Branch or Directorate / Direction générale ou Direction: ISTB / ESD

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Software Testers testing CBSA applications

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No Non ☐ Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No Non ☑ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No Non ☐ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☐	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☐	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☐	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

COMMON-PS-SRCL#0

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
1000353646

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No Non ☐ Yes Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☐ CONFIDENTIAL CONFIDENTIEL	☐ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ______________________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No Non ☐ Yes Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No Non ☐ Yes Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No Non ☐ Yes Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No Non ☐ Yes Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

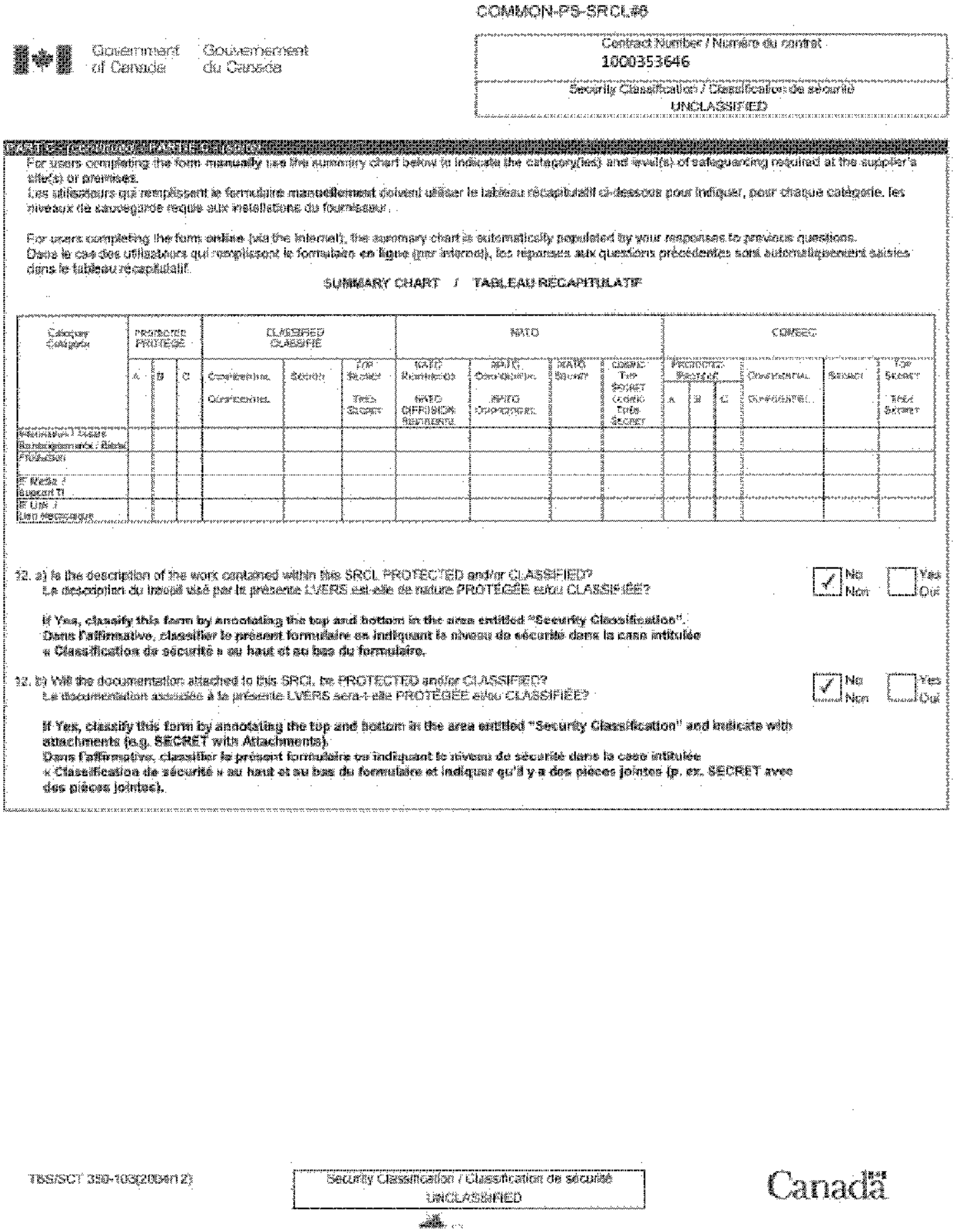
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No Non ☐ Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



COMMON-PS-SRCL#8

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
1000353646

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
Le description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

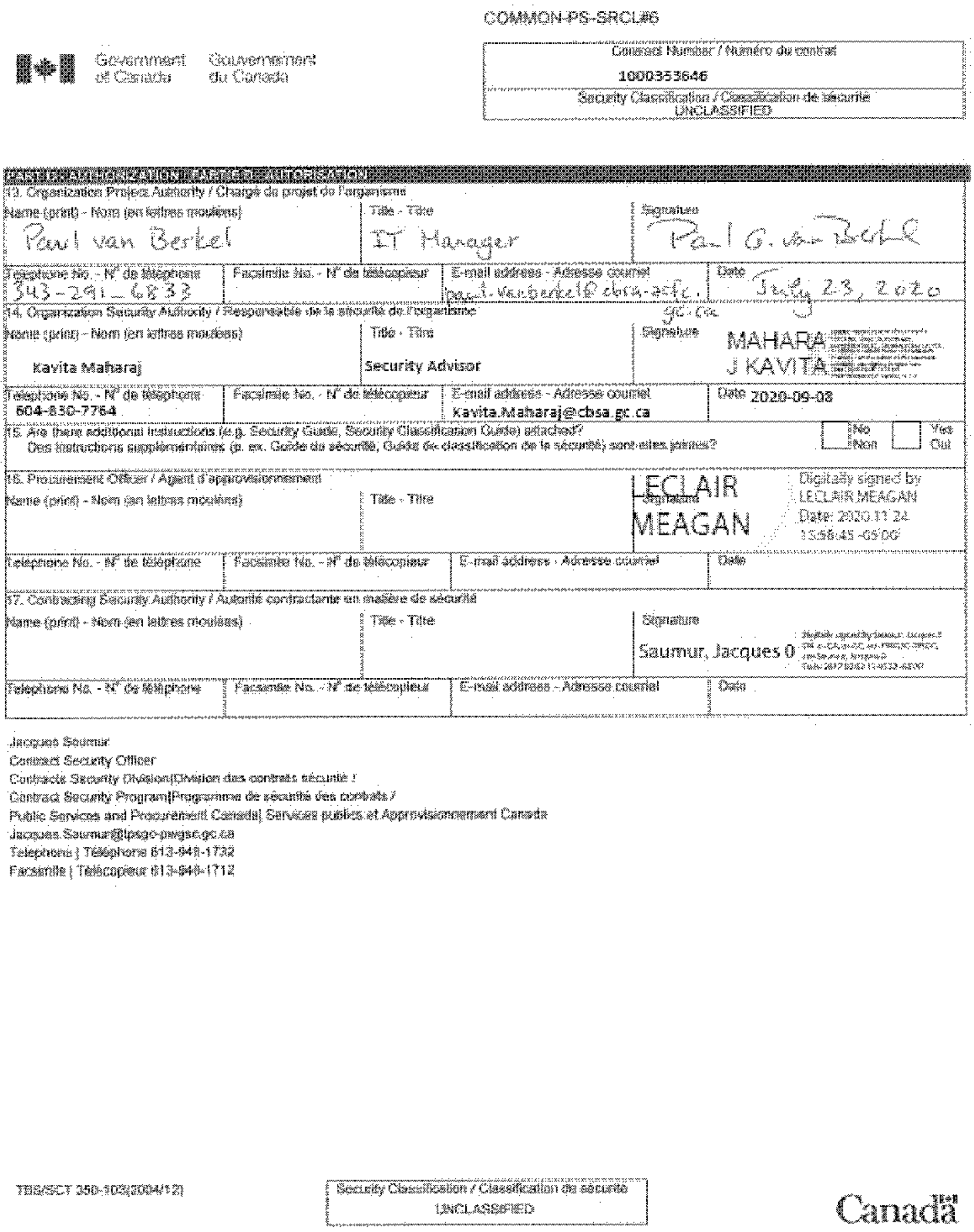
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



COMMON-PS-SRCL#6

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
1000353646
Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Paul van Berkel	Title - Titre IT Manager	Signature Paul G. van Berkel

Telephone No. - N° de téléphone 343-291-6833	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel paul.vanberkel@cbsa-asfc.gc.ca	Date July 23, 2020

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Kavita Maharaj	Title - Titre Security Advisor	Signature MAHARAJ KAVITA

Telephone No. - N° de téléphone 604-830-7764	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kavita.Maharaj@cbsa.gc.ca	Date 2020-09-08

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature LECLAIR MEAGAN Digitally signed by LECLAIR MEAGAN Date: 2020.11.24 13:58:45 -05'00'

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Saumur, Jacques 0 [illegible]

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ATTACHMENT 1 TO ANNEX C

SECURITY GUIDE

The purpose of the security guide is to clarify the multiple levels of security screening identified under Part 7 of the Security Requirements Check List (SRCL) described in Annex B. In addition to the Contractor and its resource's obligation to comply with the provisions of the SRCL described in Annex B, the following must be adhered to:

1.1 Personnel security screening level requirements for RELIABILITY STATUS:

ALL resources MUST hold, at a minimum, a valid REALIBILITY security screening to perform, in whole or in part, the work described in the Statement of Work at Annex A.

1.2 Unscreened Personnel

Unscreened personnel MAY NOT be used for ANY portion of the work described in the Statement of Work at Annex A.

Purchasing Office – Bureau des achats:

Shared Services Canada | Services partagés Canada
Procurement and Vendor Relationships | Acquisitions et relations avec les fournisseurs
180 Kent St. | 180, rue Kent
13th Floor | 13e étage
Ottawa, Ontario, K1P 0B6

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

Title - Sujet Bluink Software License, Maintenance & Support for CBSA	
Contract No. - N° de contrat K10203	**Date** Sep 16, 2020
Client Reference No. - N° de référence du client 1000354393	
Requisition No. – N° de la demande R71018	
Purchase Order No. - N° de commande	
Financial Codes **Code(s) financier(s)**	**GST/HST** **TPS/TVH** ☑
D.D.P. - R.D.A. Destination	
GST/HST – TPS/TVH Included - Inclus	**Duty – Droits** Included - Inclus
Delivery Address: 355 North River Road, Vanier Tower B Ottawa, ON K1A 0L8 **Delivery Contact:** Antonio Utano Utano antonio.utano@cbsa-asfc.gc.ca 613-858-4710	
Invoicing Address : Meagan Leclair meagan.leclair@cbsa-asfc.gc.ca **Invoicing Contact:** Antonio Utano Utano antonio.utano@cbsa-asfc.gc.ca 613-858-4710	
Address Enquiries to: - Adresser toutes questions à: Tony Phan tony.phan@canada.ca	**Buyer Id – Id de l'acheteur** CAQ
Telephone No. – N° de telephone 613-219-4471	**FAX No. – N° de FAX** N/A
Estimated Cost - Coût révisé estimatif $ 39,988.44	**Currency – Devise** CAD

For the Minister – Pour le Ministre
In accordance with my authority as the Departmental Representative delegated through the Financial Administration Act accept this offer and approve these Articles of Agreement as a formal contract.

Signature

Digitally signed by Phan, Tony
Date: 2020.09.16 08:59:24 -04'00'

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception

Signe   Date 16/09/20

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

PBN: 848860912PG0001PG0001
Bluink Ltd.
18 Louisa St, Suite 230
Ottawa, ON K1R 6Y6

Purchasing Office – Bureau des achats:

Shared Services Canada | Services partagés Canada
Procurement and Vendor Relationships | Acquisitions et relations avec les fournisseurs
180 Kent St. | 180, rue Kent
13th Floor | 13e étage
Ottawa, Ontario, K1P 0B6

CONTRACT - CONTRAT

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Nous acceptons votre proposition de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens , services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

Title - Sujet
Bluink Software License, Maintenance & Support for CBSA

Contract No. - N° de contrat K10203	**Date** Sep 16, 2020
Client Reference No. - N° de référence du client 1000354393	
Requisition No. – N° de la demande R71018	
Purchase Order No. - N° de commande	
Financial Codes **Code(s) financier(s)**	**GST/HST** **TPS/TVH** ☑
D.D.P. - R.D.A. Destination	
GST/HST – TPS/TVH Included - Inclus	**Duty – Droits** Included - Inclus

Delivery Address:
355 North River Road, Vanier Tower B
Ottawa, ON K1A 0L8

Delivery Contact:
Antonio Utano Utano
antonio.utano@cbsa-asfc.gc.ca 613-858-4710

Invoicing Address :
Meagan Leclair
meagan.leclair@cbsa-asfc.gc.ca

Invoicing Contact:
Antonio Utano Utano
antonio.utano@cbsa-asfc.gc.ca 613-858-4710

Address Enquiries to: - Adresser toutes questions à: Tony Phan tony.phan@canada.ca	**Buyer Id – Id de l'acheteur** CAQ
Telephone No. – N° de telephone 613-219-4471	**FAX No. – N° de FAX** N/A
Estimated Cost - Coût révisé estimatif $ 39,988.44	**Currency – Devise** CAD

For the Minister – Pour le Ministre
In accordance with my authority as the Departmental Representative delegated through the Financial Administration Act accept this offer and approve these Articles of Agreement as a formal contract.

Signature

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception

Signature **Date**

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

PBN: 848860912PG0001PG0001
Bluink Ltd.
18 Louisa St, Suite 230
Ottawa, ON K1R 6Y6

1 Requirement

Bluink Ltd. (the "Contractor") agrees to supply to the Client the goods and services described in the Contract, including the Annex A – List of Deliverables, in accordance with, and at the prices set out in the Contract.

2 Client

Under the Contract, the "Client" is Shared Services Canada ("SSC"), an organization with a mandate to provide shared services. This Contract will be used by SSC to provide shared services to its clients, which include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the Contract Period, and those other organizations for whom SSC's services are optional at any point during the Contract Period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar services.

3 Reorganization of Client

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

4 Defined Terms

Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:

any reference to a "deliverable" or "deliverables" includes the license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred).

5 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (http://ccua-sacc.pwgsc.gc.ca/pub/acho-eng.jsp) issued by Public Works and Government Services Canada. All references contained within the General Conditions or Supplementary General Conditions to the Minister of Public Works and Government Services will be interpreted as a reference to the minister presiding over Shared Services Canada and all references to the Department of Public Works and Government Services will be interpreted as Shared Services Canada.

For purposes of this contract the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la loi sur l'Accès à l'information.

6 General Conditions

2010A (2018-06-21), General Conditions - Medium Complexity – Goods

7 Supplemental General Conditions

4003 (2010-08-16), Supplemental General Conditions – Licensed Software;
4004 (2013-04-25), Supplemental General Conditions – Maintenance and Support.

8 Contract Period

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

a) The "Initial Contract Period", which begins Sep 16, 2020 and ends Sep 15, 2021; and

b) The period during which the Contract is extended if Canada chooses to exercise any options set out in the Contract.

9 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 5 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in Annex A.

10 Maintenance and Support Period

The initial maintenance and support period is from Sep 16, 2020 to Sep 15, 2021.

11 Authorities

Contracting Authority
Tony Phan
Telephone: 613-219-4471
Email: tony.phan@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Technical Authority
Antonio Utano
Telephone: 613-858-4710
Email: Antonio.utano@cbsa-asfc.gc.ca

The Technical Authority is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Contractor's Representative
Bluink Ltd.
Telephone:
E-mail:

12 Payment

Basis of Payment

Canada will pay the Contractor the firm unit prices set out in Annex A, FOB destination, including one (1) year of software maintenance and support from the date of acceptance, all customs duties, GST/HST extra, as applicable.

13 Method of Payment - Single Payment for Goods

H1000C (2008/05/12), Single Payment
H3028C (2010/01/11), Advance Payment

Discretionary Audit

The following are subject to government audit before or after payment is made:

1. The amount claimed under the Contract, as computed in accordance with Annex A.

14 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page of the Contract, less any applicable GST or HST. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
    a. it is 75 percent committed;
    b. 4 months before the Contract expiry date; or
    c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

    whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

15 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in the General Conditions. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.

By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

[illegible] - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information.

For Purchase Orders, the Contractor's invoice must indicate which line item(s) and the quantity for which it is invoicing.

16 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

17 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

18 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
b) 4003 (2010-08-16), Supplemental General Conditions – Licensed Software;
c) 4004 (2013-04-25), Supplemental General Conditions – Maintenance and Support.
d) 2010A (2018-06-21) - General Conditions - Medium Complexity – Goods;
e) Annex A – List of Deliverables; and
f) Annex B – Contractor's Quote.

19 Limitation of Liability - Information Management/Information Technology

This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

19.1 First Party Liability

1. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

   a. any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties"; and

   b. physical injury, including death.

ATIA - Disclosed under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

2. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.

3. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

4. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under subparagraph a) above.

5. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract including:

    a. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

    b. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated by Canada either in whole or in part for default, up to an aggregate maximum for this subparagraph b. of the greater of 0.25 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1 million.

6. In any case, the total liability of the Contractor under subparagraph 19.1.5.b will not exceed the total estimated cost (as defined above) for the Contract or $1 million, whichever is more.

7. If Canada's records or data are harmed as a result of the Contractor's negligence or wilful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

19.2 Third Party Claims

1. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

2. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

Contractor's portion of the damages to the third party. However, despite paragraph 1, with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

3. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 2.

20 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

ANNEX A - LIST OF DELIVERABLES

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex A for a cost of **$35,388.00.** Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Table 1 - Deliverable

Part Number	Description	Qty	Unit Price	Extended Price
	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS and Android SmartPhone installs – 12 months		[redacted]	[redacted]
			Subtotal	$35,388.00
			Estimated Taxes	$4,600.44
			Total	$39,988.44

Table 2 - Optional Deliverables

Option Period	Description	Qty	Unit Price	Extended Price
Option Year 1	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS and Android SmartPhone installs – 12 months	[redacted]	[redacted]	[redacted]
Option Year 2	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS and Android SmartPhone installs – 12 months	[redacted]	[redacted]	[redacted]
Option Year 3	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS and Android SmartPhone installs – 12 months	[redacted]	[redacted]	[redacted]
Option Year 4	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS and Android SmartPhone installs – 12 months	[redacted]	[redacted]	[redacted]
Option Year 5	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS and Android SmartPhone installs – 12 months	[redacted]	[redacted]	[redacted]

bluink ltd.

ANNEX B–CONTRACTOR'S QUOTE

CBSA – Bluink Identity Capture SDK

Introduction:

The following licensing terms, conditions and pricing cover the general terms of use by CBSA for access to and development with the Bluink eID-Me Identity Capture SDK for smartphone app development.

Non-Exclusive License.

CBSA is provided a non-exclusive license to Bluink's eID-Me Identity Capture SDK (PN: eIDCSDK-2020-1) for iOS and Android, for development of Smartphone apps for use by CBSA and its customers (Canadian Citizens).

This license is renewable on an-as-and-requested annual (12 month) basis.

The Identity Capture SDK includes Selfie Capture, Liveness Detection, Card Scanning, OCR and Logo Detection, PDF 417 (2D Barcode) reading, 1D barcode reading, and Passport scanning via NFC.

This license is an enterprise license for CBSA with unlimited app issuance and use. The SDK will be configured to operate in a completely off-line mode (no server connection is necessary).

Support.

Bluink will provide updates to the SDK in support of new passports and new ID Cards on a quarterly basis as new Identity Documents and SDK Features become available.

Limited developer support is provided under this license agreement. A maximum of 15 hours of support is provided with this SDK License.

If developer services and support are required, they may be contracted under a separate agreement.

bluink ltd.

Pricing

eID-Me Identity Capture SDK Enterprise License for CBSA	Monthly License fee - Support and Updates included	Sept. 2020- March 30, 2021	Price	Extended Price	
Unlimited - iOS and Android SmartPhone installs	[redacted] / month	[redacted] Month License	[redacted]	[redacted]	2020
Unlimited - iOS and Android SmartPhone installs	[redacted] / month	[redacted] Month license	[redacted]	[redacted]	2020 to 2025

Bluink SDK License (eIDCSDK 2020-1) is available for [redacted] month and [redacted] month subscription license.

The license period is renewable on a 12 month as-and-requested basis for years 2 through 5.

Payment Terms

This quotation is valid for 30 days.
Payment terms are net 30 from order.

Bluink Ltd.
18 Louisa St. Suite 230.
Ottawa, ON.
K1R 6Y6

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

Purchasing Office – Bureau des achats:

Shared Services Canada | Services partagés Canada
Procurement and Vendor Relationships | Acquisitions et relations avec les fournisseurs
180 Kent St. | 180, rue Kent
13th Floor | 13e étage
Ottawa, Ontario, K1P 0B6

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

Title - Sujet
Support Services for Bluink Software - CBSA

Contract No. - N° de contrat K14967	**Date** July 13, 2021

Client Reference No. - N° de référence du client
1000354393

Requisition No. – N° de la demande
R92198

Purchase Order No. - N° de commande

Financial Codes **Code(s) financier(s)**	**GST/HST** **TPS/TVH** ☑

D.D.P. - R.D.A.
Destination

GST/HST – TPS/TVH Included - Inclus	**Duty – Droits** Included - Inclus

Delivery Address:
355 North River Road, Vanier Tower B
Ottawa, ON K1A 0L8

Delivery Contact:
Steve Lauzon
steve.lauzon@cbsa-asfc.gc.ca 613-769-1040

Invoicing Address :
Stephen Alexander
stephen.alexander@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à: Tony Phan tony.phan@canada.ca	**Buyer Id – Id de l'acheteur** CAQ
Telephone No. – N° de telephone 613-219-4471	**FAX No. – N° de FAX** N/A
Estimated Cost - Coût révisé estimatif $ 73,450.00	**Currency – Devise** CAD

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception

Jul 13/21
Date

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

PBN: 848860912PG0001PG0001
Bluink Ltd.
18 Louisa St. Suite 230
Ottawa, ON K1R 6Y6

For the Minister – Pour le Ministre
In accordance with my authority as the Departmental Representative delegated through the Financial Administration Act accept this offer and approve these Articles of Agreement as a formal contract.

Signature

Digitally signed by Phan, Tony
Date: 2021.07.13 11:34:59 -04'00'

Purchasing Office – Bureau des achats:

Shared Services Canada | Services partagés Canada
Procurement and Vendor Relationships | Acquisitions et relations avec les fournisseurs
180 Kent St. | 180, rue Kent
13th Floor | 13e étage
Ottawa, Ontario, K1P 0B6

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens , services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

Title - Sujet
Support Services for Bluink Software - CBSA

Contract No. - N° de contrat K14967	**Date** July 13, 2021

Client Reference No. - N° de référence du client
1000354393

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Financial Codes **Code(s) financier(s)**	**GST/HST** **TPS/TVH** ☑

D.D.P. - R.D.A.
Destination

GST/HST – TPS/TVH Included - Inclus	**Duty – Droits** Included - Inclus

Delivery Address:
355 North River Road, Vanier Tower B
Ottawa, ON K1A 0L8

Delivery Contact:
Steve Lauzon
steve.lauzon@cbsa-asfc.gc.ca 613-769-1040

Invoicing Address :
Stephen Alexander
stephen.alexander@cbsa-asfc.gc.ca

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception

Signature **Date**

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

PBN: 848860912PG0001PG0001
Bluink Ltd.
18 Louisa St, Suite 230
Ottawa, ON K1R 6Y6

Address Enquiries to: - Adresser toutes questions à: Tony Phan tony.phan@canada.ca	**Buyer Id – Id de l'acheteur** CAQ
Telephone No. – N° de telephone 613-219-4471	**FAX No. – N° de FAX** N/A
Estimated Cost - Coût révisé estimatif $ 73,450.00	**Currency – Devise** CAD

For the Minister – Pour le Ministre
In accordance with my authority as the Departmental Representative delegated through the Financial Administration Act accept this offer and approve these Articles of Agreement as a formal contract.

Signature

1 Requirement

Bluink Ltd. (the "Contractor") agrees to supply to the Client the goods and services described in the Contract, including the Annex A – List of Deliverables, in accordance with, and at the prices set out in the Contract.

2 Client

Under the Contract, the "Client" is Shared Services Canada ("SSC"), an organization with a mandate to provide shared services. This Contract will be used by SSC to provide shared services to its clients, which include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the Contract Period, and those other organizations for whom SSC's services are optional at any point during the Contract Period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar services.

3 Reorganization of Client

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

4 Defined Terms

Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:

any reference to a "deliverable" or "deliverables" includes the license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred).

5 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (http://ccua-sacc.pwgsc.gc.ca/pub/acho-eng.jsp) issued by Public Works and Government Services Canada. All references contained within the General Conditions or Supplementary General Conditions to the Minister of Public Works and Government Services will be interpreted as a reference to the minister presiding over Shared Services Canada and all references to the Department of Public Works and Government Services will be interpreted as Shared Services Canada.

For purposes of this contract the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

6 General Conditions

2010A (2018-06-21), General Conditions - Medium Complexity – Goods

7 Supplemental General Conditions

4003 (2010-08-16), Supplemental General Conditions – Licensed Software;
4004 (2013-04-25), Supplemental General Conditions – Maintenance and Support;
4009 (2013-06-27), Supplemental General Conditions – Professional Services.

8 Contract Period

The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

a) The "Initial Contract Period", which begins July 1, 2021 and ends June 30, 2022; and

b) The period during which the Contract is extended if Canada chooses to exercise any options set out in the Contract.

9 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 5 additional 1-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in Annex A.

10 Maintenance and Support Period

The initial Software licence maintenance and support period is from July 1, 2021 to June 30, 2022.

11 Authorities

Contracting Authority

Tony Phan
Telephone: 613-219-4471
Email: tony.phan@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Technical Authority

Antonio Utano
Telephone: 613-769-1040
Email: steve.lauzon@cbsa-asfc.gc.ca

The Technical Authority is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

Contractor's Representative

3luink Ltd.

12 Payment

Basis of Payment

Canada will pay the Contractor the firm unit prices set out in Annex A, FOB destination, including one (1) year of software maintenance and support from the date of acceptance, all customs duties, GST/HST extra, as applicable.

13 Method of Payment - Single Payment for Goods

H1000C (2008/05/12), Single Payment
H3028C (2010/01/11), Advance Payment

Discretionary Audit

The following are subject to government audit before or after payment is made:

1. The amount claimed under the Contract, as computed in accordance with Annex A.

14 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page of the Contract, less any applicable GST or HST. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
    a. it is 75 percent committed;
    b. 4 months before the Contract expiry date; or
    c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

    whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

15 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in the General Conditions. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.

By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

For Purchase Orders, the Contractor's invoice must indicate which line item(s) and the quantity for which it is invoicing.

16 Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

17 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

18 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
b) 4003 (2010-08-16), Supplemental General Conditions – Licensed Software;
c) 4004 (2013-04-25), Supplemental General Conditions – Maintenance and Support;
d) 4009 (2013-06-27), Supplemental General Conditions – Professional Services;
e) 2010A (2018-06-21) - General Conditions - Medium Complexity – Goods; and
f) Annex A – List of Deliverables.

19 Limitation of Liability - Information Management/Information Technology

This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

19.1 First Party Liability

1. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

   a. any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties"; and

   b. physical injury, including death.

2. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.

3. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

4. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under subparagraph a) above.

5. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract including:

   a. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

   b. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated by Canada either in whole or in part for default, up to an aggregate maximum for this subparagraph b. of the greater of 0.25 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1 million.

6. In any case, the total liability of the Contractor under subparagraph 19.1.5.b will not exceed the total estimated cost (as defined above) for the Contract or $1 million, whichever is more.

7. If Canada's records or data are harmed as a result of the Contractor's negligence or wilful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

19.2 Third Party Claims

1. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

2. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph 1, with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

3. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 2.

20 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

ANNEX A - LIST OF DELIVERABLES

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex A for a cost of **$65,000.00.** Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Table 1 - Deliverable

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2nd SDK for IOS	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS SmartPhone installs – [redacted] months	[redacted]	[redacted]	[redacted]
Developer Support Service	Support for Local Passport Verification, Support for Spanish, and Support for Arabic	[redacted]	[redacted]	[redacted]
			Subtotal	$65,000.00
			Estimated Taxes	$8,450.00
			Total	$73,450.00

Table 2 - Options Table

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2nd SDK for IOS - Option Year 1	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS SmartPhone installs – [redacted] months	[redacted]	[redacted]	[redacted]
2nd SDK for IOS - Option Year 2	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS SmartPhone installs – [redacted] months	[redacted]	[redacted]	[redacted]
2nd SDK for IOS - Option Year 3	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS SmartPhone installs – [redacted] months	[redacted]	[redacted]	[redacted]
2nd SDK for IOS - Option Year 4	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS SmartPhone installs – [redacted] months	[redacted]	[redacted]	[redacted]
2nd SDK for IOS - Option Year 5	eID-Me Identity Capture SDK Enterprise License Unlimited - iOS SmartPhone installs – [redacted] months	[redacted]	[redacted]	[redacted]

Purchasing Office – Bureau des achats:

Enterprise IT Procurement (EITP) |
Approvisionnement en TI pour l'entreprise (ATIE)
180 Kent St. | 180, rue Kent
13th Floor | 13e étage
Ottawa, Ontario,
K1P 0B6

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

Comments – Commentaires

The Vendor / Firm hereby accepts / acknowledges this contract amendment

Signature

15/June/2022
Date

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

PBN: 848860912PG0001PG0001

Bluink Ltd.
18 Louisa St, Suite 230
Ottawa, ON K1R 6Y6

Title - Sujet
Support Services for Bluink Software - CBSA

Contract No. - N° de contrat
K14967

Date
June 09, 2022

Amendment No. / Numéro modif.
001

Requisition No. – N° de la demande
R92198 Amd 001

Purchase Order No. - N° de commande

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH ☑

GST/HST – TPS/TVH
Included - Inclus

Duty – Droits
Included - Inclus

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Invoicing Address :
Stephen Alexander
stephen.alexander@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Tony Phan tony.phan@ssc-spc.gc.ca

Telephone No. – N° de telephone
613-219-4471

Previous Cost / Coût antérieur
$ 73,450.00 CAD

Increase (Decrease) / Augmentation (Diminution)
$ 11,300.00

Total Estimated Cost / Coût total estimatif
$ 84,750.00 CAD

For the Minister – Pour le Ministre

Phan, Tony
Digitally signed by Phan, Tony
Date: 2022.06.09 10:19:50
-04'00'
Adobe Acrobat Reader
version: 2022.001.20117

Signature Date

Contract amendment 001 is raised to:

1. Exercise option period year 1.

MODIFICATIONS

1. **At front page;**

   Delete:
   Total Estimated Cost / Coût total estimatif
   $73,450.00 CAD

   Insert:
   Total Estimated Cost / Coût total estimatif
   $84,750.00 CAD

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Purchasing Office – Bureau des achats:

Enterprise IT Procurement (EITP) |
Approvisionnement en TI pour l'entreprise (ATIE)
180 Kent St. | 180, rue Kent
13th Floor | 13e étage
Ottawa, Ontario,
K1P 0B6

CONTRACT AMENDMENT MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

Comments – Commentaires

The Vendor / Firm hereby accepts / acknowledges this contract amendment

Signature

Date 15/June/2022

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

PBN: 848860912PG0001PG0001

Bluink Ltd.
18 Louisa St, Suite 230
Ottawa, ON K1R 6Y6

Title - Sujet
Support Services for Bluink Software - CBSA

Contract No. - N° de contrat K14967	**Date** June 09, 2022

Amendment No. / Numéro modif.
001

Requisition No. – N° de la demande
R92198 Amd 001

Purchase Order No. - N° de commande

Financial Codes **Code(s) financier(s)**	**GST/HST** **TPS/TVH** ☑
GST/HST – TPS/TVH Included - Inclus	**Duty – Droits** Included - Inclus

Delivery Address:
355 North River Road, Vanier Tower B
Ottawa, ON K1A 0L8

Delivery Contact:
Steve Lauzon
steve.lauzon@cbsa-asfc.gc.ca 613-769-1040

Invoicing Address :
Stephen Alexander
stephen.alexander@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Tony Phan tony.phan@ssc-spc.gc.ca

Telephone No. – N° de telephone
613-219-4471

Previous Cost / Coût antérieur
$ 73,450.00 CAD

Increase (Decrease) / Augmentation (Diminution)
$ 11,300.00

Total Estimated Cost / Coût total estimatif
$ 84,750.00 CAD

For the Minister – Pour le Ministre

Phan, Tony
Digitally signed by Phan, Tony
Date: 2022.06.09 10:19:50 -04'00'
Adobe Acrobat Reader version: 2022.001.20117

Signature Date

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'Accès à l'information.

Contract amendment 001 is raised to:

1. Exercise option period year 1.

MODIFICATIONS

1. **At front page;**

   Delete:
   Total Estimated Cost / Coût total estimatif
   $73,450.00 CAD

   Insert:
   Total Estimated Cost / Coût total estimatif
   $84,750.00 CAD

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Purchasing Office – Bureau des achats:

Shared Services Canada | Services partagés Canada
Procurement and Vendor Relationships | Acquisitions et relations avec les fournisseurs
180 Kent St. | 180, rue Kent
13th Floor | 13e étage
Ottawa, Ontario, K1P 0B6

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

Comments – Commentaires

The Vendor / Firm hereby accepts / acknowledges this contract amendment

Signature Date 04/01/22

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

PBN: 848860912PG0001PG0001
Bluink Ltd.
18 Louisa St, Suite 230
Ottawa, ON K1R 6Y6

Title - Sujet
Bluink Software License, Maintenance & Support for CBSA

Contract No. - N° de contrat
K10203

Date
December 30, 2021

Amendment No. / Numéro modif.
001

Requisition No. – N° de la demande
R71018 Amd 001

Purchase Order No. - N° de commande

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH ☑

GST/HST – TPS/TVH
Included - Inclus

Duty – Droits
Included - Inclus

Delivery Address:
355 North River Road, Vanier Tower B
Ottawa, ON K1A 0L8

Delivery Contact:
Antonio Utano Utano
antonio.utano@cbsa-asfc.gc.ca 613-858-4710

Invoicing Address :
Meagan Leclair
meagan.leclair@cbsa-asfc.gc.ca

Invoicing Contact:
Antonio Utano Utano
antonio.utano@cbsa-asfc.gc.ca 613-858-4710

Address Enquiries to: - Adresser toutes questions à:
Tony Phan tony.phan@canada.ca

Telephone No. – N° de telephone
613-219-4471

Previous Cost / Coût antérieur
$ 39,988.44 CAD

Increase (Decrease) / Augmentation (Diminution)
$ 39,988.44

Total Estimated Cost / Coût total estimatif
$ 79,976.88 CAD

For the Minister – Pour le Ministre

Phan, Tony Digitally signed by Phan, Tony
Date: 2021.12.30 10:27:02 -05'00'

Signature Date

Contract amendment 001 is raised to:

1. Exercise option year 1.

MODIFICATIONS

1. At front page;

   Delete:
   Total Estimated Cost / Coût total estimatif
   $39,988.44 CAD

   Insert:
   Total Estimated Cost / Coût total estimatif
   $79,976.88 CAD

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended; unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié; sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

GCStrategies

Signature Date June 14 2021

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
121628366PG0001
GCSTRATEGIES INCORPORATED
100 Scenic Lane
Woodlawn
Ontario
K0A3M0
Canada
Operating as: GCstrategies

Title - Sujet
Informatics Professional Services

Contract No. - N° du contrat
47419-215022/001/EL

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
1000355022

Date
2021-06-10

Requisition Reference No. - N° de la demande
47419-215022

File No. - N° de dossier
634el.47419-215022

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Canada Border Services Agency (CBSA)
355 North River Road, Vanier Tower B
Ottawa, ON, K1A 0L8
Attn: Antonio Utano, antonio.utano@cbsa-asfc.gc.ca

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Canada Border Services Agency (CBSA)
National Invoices Reception Unit
Vendors-Fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Durigan, Angela

Buyer Id - Id de l'acheteur
634el

Telephone No. - N° de téléphone
(613) 859-0753 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$0.00

Revised estimated cost
Coût révisé estimatif
$2,892,800.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre Comelisse, Alexander
Digitally signed by: Comelisse, Alexander
DN: CN = Comelisse, Alexander C = CA O = GC
OU = PWGSC-TPSGC
Date: 2021.06.10 14:40:49 -04'00'

Canada

Contract No. - N° du contrat 47419-215022/001/EL	Amd. No. - N° de la modif. 001	Buyer ID - Id de l'acheteur 634el
Client Ref. No. - N° de réf. du client 1000355022	File No. - N° du dossier 634el47419-215022	CCC No./N° CCC - FMS No./N° VME

AMENDMENT 001

This amendment is hereby raised to make the following changes:

1. AT CLAUSE 5 Security Requirement;

DELETE:

Security requirement for Canadian supplier: Public Works and Government Services Canada file # 9 Common-Professional Services Security Requirement Check List

INSERT:

Security requirement for Canadian supplier: Public Works and Government Services Canada file # 6 Common-Professional Services Security Requirement Check List.

2. AT CLAUSE 8 Authorities - subsection (b) Technical Authority;

DELETE:

The Technical Authority for the Contract is:

Name:	Antonio Utano
Title:	Executive Director
Organization:	CBSA – Business Application Services Directorate
Address:	355 North River Rd., Floor 4 Ottawa, Ontario Canada K1A 0L8
Telephone:	613-858-4710
E-mail address:	Antonio.Utano@cbsa-asfc.gc.ca

In this person's absence, the Technical Authority is:

Name:	Cameron MacDonald
Title:	Director General
Organization:	CBSA – Business Application Services Directorate
Address:	355 North River Rd., Floor 4 Ottawa, Ontario Canada K1A 0L8
Telephone:	343-291-6018
E-mail address:	Cameron.Macdonald@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

INSERT:

The Technical Authority for the Contract is:

Name: Christiane Frem
Title: Manager
Organization: CBSA – Border Technology Innovation Directorate
Address: 355 North River Rd., Floor 4
Ottawa, Ontario
Canada
K1A 0L8
Telephone: 613-716-3873
E-mail address: Christiane.frem@cbsa-asfc.gc.ca

In this person's absence, the Technical Authority is:

Name: Megan Young
Title: Director
Organization: CBSA – Border Technology Innovation Directorate
Address: 355 North River Rd., Floor 4
Ottawa, Ontario
Canada
K1A 0L8
Telephone: 343-550-4073
E-mail address: megan.young@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

3. AT ANNEX C Security Requirements Check List,

DELETE: In its entirety;

INSERT: See attached document;

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

COMMON-PS-SRCL#6

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat 47419-215022/001/EL
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CBSA

2. Branch or Directorate / Direction générale ou Direction ISTB/BTID

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
IT COVID19 DIGITAL ACCESSIBILITY PRO SERVICES

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
☑	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada	NATO / OTAN	Foreign / Étranger
PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☐	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☐	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☐	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

COMMON-PS-SRCL#6

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
47419-215022/001/EL

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☐ CONFIDENTIAL CONFIDENTIEL	☐ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ____________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Ch-04 - Indicated under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

COMMON-PS-SRCL#6

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
47419-215022/001/EL
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

COMMON-PS-SRCL#6

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat 47419-215022/001/EL
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) ANTONIO UTANO		Title - Titre EXECUTIVE DIRECTOR	Signature UTANO ANTONIO Digitally signed by UTANO ANTONIO Date: 2020.12.17 08:11:21 -05'00'
Telephone No. - N° de téléphone 613-858-4710	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel ANTONIO.UTANO@CBSA-ASFC.GC.C	Date DECEMBER 17 2020

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Marc Ponniah		Title - Titre A/ Security Advisor	Signature PONNIAH MARCANTOINE Signé numériquement par PONNIAH MARCANTOINE Date : 17-12-2020 13:30:09
Telephone No. - N° de téléphone 514-608-8903	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel marc.ponniah@cbsa-asfc.gc.ca	Date 2020-12-17

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Durigan, Angela M Digitally signed by Durigan, Angela M DN: CN = Durigan, Angela M C = CA O = GC OU = PWGSC-TPSGC Date: 2020.12.18 09:02:49 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur		Title - Titre Quality Assurance Officer	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:07:07 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca	Date

Security Classification / Classification de sécurité UNCLASSIFIED

Canada

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date SEP 24 2021
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
121628366PG0001
GCSTRATEGIES INCORPORATED
100 Scenic Lane
Woodlawn
Ontario
K0A3M0
Canada
Operating as: GCstrategies

Title - Sujet
Informatics Professional Services

Contract No. - N° du contrat
47419-215022/001/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000355022

Date
2021-09-23

Requisition Reference No. - N° de la demande
47419-215022

File No. - N° de dossier
634el.47419-215022

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Canada Border Services Agency (CBSA)
355 North River Road, Vanier Tower B
Ottawa, ON, K1A 0L8
Attn: Antonio Utano, antonio.utano@cbsa-asfc.gc.ca

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National Invoices Reception Unit
Vendors-Fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Durigan, Angela

Buyer Id - Id de l'acheteur
634el

Telephone No. - N° de téléphone
(613) 859-0753 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$1,553,750.00

Revised estimated cost
Coût révisé estimatif
$4,446,550.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre Cornelisse, Alexander
Digitally signed by: Cornelisse, Alexander
DN: CN = Cornelisse, Alexander C = CA O = GC OU = PWGSC-TPSGC
Date: 2021.09.23 15:18:05 -04'00'

Canada

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

DRAFT - PROJET
CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended; unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié; sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date September 23rd, 2021
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
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100 Scenic Lane
Woodlawn
Ontario
K0A3M0
Canada
Operating as: GCstrategies

Title - Sujet
Informatics Professional Services

Contract No. - N° du contrat
47419-215022/001/EL

Amendment No. - N° Modif
002

Client Reference No. - N° de référence du client
1000355022

Date

Requisition Reference No. - N° de la demande
47419-215022

File No. - N° de dossier
634el.47419-215022

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

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Address Enquiries to: - Adresser toutes questions à:
Durigon, Angela

Buyer Id - Id de l'acheteur
634el

Telephone No. - N° de téléphone
(613) 859-0753 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$1,553,750.00

Revised estimated cost
Coût révisé estimatif
$4,446,550.00

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre Cornelisse, Alexander
Digitally signed by: Cornelisse, Alexander
DN: CN = Cornelisse, Alexander C = CA O = GC
OU = PWGSC-TPSGC
Date: 2021.09.23 15:18:21 -04'00'

Contract No. - N° du contrat 47419-215022/001/EL	Amd. No. - N° de la modif. 002	Buyer ID - Id de l'acheteur 634el
Client Ref. No. - N° de réf. du client 1000355022	File No. - N° du dossier 634el47419-215022	CCC No./N° CCC - FMS No./N° VME

AMENDMENT 002

This amendment is hereby raised to make the following changes:

1. AT Page 1 of the Contract, Total Estimated Cost:
   DELETE: $ 2,892,800.00
   INSERT: $ 4,446,550.00

2. AT CLAUSE 7 Contract Period subsection (a);
   DELETE: In its entirety;
   INSERT:

   (a) **Contract Period:** The **"Contract Period"** is the entire period of the time during which the Contractor is obliged to perform the Work, which includes:
      (i) The **"Initial Contract Period",** Which begins on the date the Contract is awarded and ends on March 31, 2022.

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet Informatics Professional Services	
Contract No. - N° du contrat 47419-215022/001/EL	**Amendment No. - N° Modif** 003
Client Reference No. - N° de référence du client 1000355022	**Date** 2022-02-15
Requisition Reference No. - N° de la demande 47419-215022	
File No. - N° de dossier 634el.47419-215022	**CCC No./N° CCC - FMS No./N° VME**
Financial Codes Code(s) financier(s)	**GST/HST TPS/TVH**
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature

Date FEB 15 2022

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires
THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Canada Border Services Agency (CBSA)
355 North River Road, Vanier Tower B
Ottawa, ON, K1A 0L8
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Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
121628366PG0001
GCSTRATEGIES INCORPORATED
100 Scenic Lane
Woodlawn
Ontario
K0A3M0
Canada
Operating as: GCstrategies

Address Enquiries to: - Adresser toutes questions à: Durigan, Angela	**Buyer Id - Id de l'acheteur** 634el
Telephone No. - N° de téléphone (613) 859-0753 ( )	**FAX No. - N° de FAX** ( ) -
Increase (Decrease) - Augmentation (Diminution) $1,457,734.18	
Revised estimated cost Coût révisé estimatif $5,904,284.18	**Currency Type - Genre de devise** CAD

For the Minister - Pour le Ministre Cornelisse, Alexander
Digitally signed by: Cornelisse, Alexander
DN: CN = Cornelisse, Alexander C = CA O = GC OU = PWGSC-TPSGC
Date: 2022.02.15 17:13:59 -05'00'

Canada

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

DRAFT - PROJET
CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

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Signature
Date FEB 15 2022

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Nom et titre du signataire autorisé (taper ou imprimer)

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Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

121628366PG0001
GCSTRATEGIES INCORPORATED
100 Scenic Lane
Woodlawn
Ontario
K0A3M0
Canada
Operating as: GCstrategies

Title - Sujet
Informatics Professional Services

Contract No. - N° du contrat
47419-215022/001/EL

Amendment No. - N° Modif
003

Client Reference No. - N° de référence du client
1000355022

Date

Requisition Reference No. - N° de la demande
47419-215022

File No. - N° de dossier
634el.47419-215022

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

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Vendors-Fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Durigan, Angela

Buyer Id - Id de l'acheteur
634el

Telephone No. - N° de téléphone
(613) 859-0753 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$1,457,734.18

Revised estimated cost
Coût révisé estimatif
$5,904,284.18

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre
Cornelisse, Alexander
Digitally signed by: Cornelisse, Alexander
DN: CN = Cornelisse, Alexander C = CA
O = GC OU = PWGSC-TPSGC
Date: 2022.02.15 17:13:38 -05'00'

Canada

Contract No. - N° du contrat
47419-215022/001/EL

Amd. No. - N° de la modif.
003

Buyer ID - Id de l'acheteur
634el

Client Ref. No. - N° de réf. du client
1000355022

File No. - N° du dossier
634el47419-215022

CCC No./N° CCC - FMS No./N° VME

AMENDMENT 003

This amendment is hereby raised to make the following changes:

1. AT Page 1 of the Contract, Total Estimated Cost:

   DELETE: $ 4,446,550.00

   INSERT: $ 5,904,284.18

2. AT CLAUSE 7 Contract Period, subsection (a) Contract Period;

   DELETE:

   (a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
       (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends March 31, 2022;

   INSERT:

   (a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
       (i) The "**Contract Period**", which begins on the date the Contract is awarded and ends July 31, 2022;

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique -
division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en

Signature PARTNER Date DEC 18 2020
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires
THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
121628366PG0001
GCSTRATEGIES INCORPORATED
100 Scenic Lane
Woodlawn
Ontario
K0A3M0
Canada
Operating as: GCstrategies

Title - Sujet
Informatics Professional Services

Contract No. - N° du contrat
47419-215022/001/EL

Date
2020-12-18

Client Reference No. - N° de référence du client
1000355022

Requisition No. - N° de la demande
47419-215022

File No. - N° de dossier
634el.47419-215022

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
Cost Centre: 190810000
Fund: 2001, FA: 30700
G/L: 74907, GSIN: D302A

GST/HST
TPS/TVH
☐
☐
☐

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Durigan, Angela

Buyer Id - Id de l'acheteur
634el

Telephone No. - N° de téléphone
(613) 859-0753 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$2,892,800.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre
Durigan, Angela M
Digitally signed by Durigan, Angela M
Date: 2020.12.18 15:23:31 -05'00'

Canada

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
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The Vendor/Firm hereby accepts/acknowledges this contract.
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Signature Date
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47419-215022/001/EL

Date
2020-12-18

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File No. - N° de dossier
634el.47419-215022

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Buyer Id - Id de l'acheteur
634el

Telephone No. - N° de téléphone
(613) 859-0753 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$2,892,800.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

Contract No. - N° du contrat 47419-215022/001/EL	**Amd. No – N° de la modif.**	**Buyer ID – Id de l'acheteur** 634EL
Client Ref. No. – N° de réf. De client 1000355022	**File No. – N° du dossier** 634el47419-215022	**CCC No./ N° CCC – FMS No/ N° VME**

CONTRACT

FOR
INFORMATICS PROFESSIONAL SERVICES TO SUPPORT THE INCORPORATION OF ACCESSIBILITY INTO THE ARRIVECAN WEB AND MOBILE APPLICATIONS

ON BEHALF OF

CANADA BORDER SERVICES AGENCY

Table of Contents

CONTRACT CLAUSES

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4. Standard Clauses and Conditions
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7. Contract Period
8. Authorities
9. Proactive Disclosure of Contracts with Former Public Servants
10. Payment
11. Invoicing Instructions
12. Certifications and Additional Information
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21. Representations and Warranties
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List of Annexes to the Resulting Contract:

Annex A Statement of Work
Annex B Basis of Payment
Annex C Security Requirements Check List

RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

(a) **GCstrategies Incorporated (operating as Gcstrategies)** (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is **Canada Border Services Agency (CBSA).**

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Form and Content of draft Task Authorization**:

- (i) The Project Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.
- (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
    - (A) the contract number;
    - (B) the task number;
    - (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
    - (D) the categories of resources and the number required;
    - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(F) the start and completion dates;

(G) any option(s) to extend initial end date (if applicable);

(H) milestone dates for deliverables and payments (if applicable);

(I) the number of person-days of effort required;

(J) whether the work requires on-site activities and the location;

(K) the language profile of the resources required;

(L) the level of security clearance required of resources;

(M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(N) any other constraints that might affect the completion of the task.

(c) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Project Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(d) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by

(A) the Project Authority;

(B) a representative from CBSA Strategic Procurement Division; and

(C) the Contractor.

(ii) for any TA with a value greater than this amount, a TA must include the following signatures:

(A) the Project Authority;

(B) a representative from CBSA Strategic Procurement Division;

(C) the Contractor; and

(D) the Contracting Authority.

Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the

Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.

(e) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(f) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA.

(g) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

- (i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and
- (ii) "**Minimum Contract Value**" means $5,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

- (i) for default;
- (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
- (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

- (i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

(i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

5. Security Requirement

Security requirement for Canadian supplier: Public Works and Government Services Canada file # 9 Common-Professional Services Security Requirement Check List

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC.

3. The Contractor must not remove any protected information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor must comply with the provisions of the:
    1. Security Requirements Check List and security guide (if applicable), attached at Annex C; and
    2. Industrial Security Manual (Latest Edition).

ADDITIONAL CBSA SECURITY REQUIREMENT:

(a) **IMPORTANT:** CBSA has its own unique security requirements. The client will conduct its own personnel Reliability Status assessment on the proposed contractor and its personnel** as per the Treasury Board Secretariat of Canada's (TBS) Security and Contracting Management Standard and the ARCHIVED - Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's Personnel Security Screening Section (PSSS), which is independent of PWGSC's Canadian Industrial Security Directorate (CISD) and the International Industrial Security Directorate (IISD).

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

***In some instances, "contractor and its personnel" can include landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information/assets are kept.*

(b) For each proposed resource, the bidder must submit a completed signed original TBS/SCT 330-23E – Personnel Screening Consent and Authorization Form upon request of the contracting authority prior to contract award.

(c) Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended Contractor / Offeror (specifically the Contractor / Offeror personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

(d) In the event the Contractor (specifically the Contractor) does not pass the security screening process required by the CBSA, the said Contractor's proposal will be considered non-responsive and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met.

6. Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

a. The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.

b. The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.

c. The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

7. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends one year later.

8. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Angela Durigan
Title: Manager, Informatics Professional Services - EL
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: 613-859-0753
E-mail address: Angela.Durigan@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) **Project Authority**

The Project Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director
Organization: CBSA – Business Application Services Directorate
Address: 355 North River Rd., Floor 4
Ottawa, Ontario
Canada
K1A 0L8
Telephone: 613-858-4710
E-mail address: Antonio.Utano@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

In this person's absence, the Project Authority is:

Name: Cameron MacDonald
Title: Director General
Organization: CBSA – Business Application Services Directorate
Address: 355 North River Rd., Floor 4
Ottawa, Ontario
Canada
K1A 0L8
Telephone: 343-291-6018
E-mail address: Cameron.Macdonald@cbsa-asfc.gc.ca

(c) **Contractor's Representative**

Name:
Title: Partner
Organization: GCstrategies
Address: 100 Scenic Lane
Woodlawn, Ontario
Canada
K0A 3M0

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la Loi sur l'Accès à l'information.

9. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

10. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(iv) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) Limitation of Expenditure – Cumulative Total of all Task Authorizations

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included or subject to exemption and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(i) Direct Deposit (Domestic and International);

(f) **Discretionary Audit**

C0600T(2014-06-26), Rate Certification - Commercial Services (Canadian-based Bidder) .

(g) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure or there are enhanced measures to restrict access to government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

11. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original and two copies of each invoice to the Project Authority, and a copy to the Contracting Authority.

12. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

13. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

14. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

15. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

(j) General Conditions 2035 (2020-05-28), Higher Complexity - Services;

(k) Annex A, Statement of Work, including its Appendices as follows;

- (i) Appendix A to Annex A - Tasking Assessment Procedure;
- (ii) Appendix B to Annex A - Task Authorization (TA) Form;
- (iii) Appendix C to Annex A - Certifications at the TA stage;

(l) Annex B, Basis of Payment;

(m) Annex C, Security Requirements Check List;

(n) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(o) the Contractor's bid dated November 30, 2020.

16. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

17. Insurance Requirements

(a) Compliance with Insurance Requirements

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

- (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

18. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability:**

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

19. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

20. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all

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Document divulgué en vertu de la Loi sur l'accès à l'information.

times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

23. Termination for Convenience

With respect to Section 30 of General Conditions 2035, if applicable, or Section 32 of 2030, if applicable, subsection 4 is deleted and replaced with the following subsections 4, 5 and 6:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

   (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

   (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

24. Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ATIP - Disclosed under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

25. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(e) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(f) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(g) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(h) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(i) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

1.0 Title: COVID-19 Accessibly Requirement – Informatics Professional Services

2.0 Objective

***** THIS CONTRACT IS BEING PUT IN PLACE BY CANADA AS PART OF ITS RESPONSE TO THE COVID-19 PANDEMIC *****

The Canada Border Services Agency (CBSA) requires Information Management (IM)/Information Technology (IT) professional resource services to support the incorporation of accessibility into their ArriveCan web and mobile applications to become AAA WCAG 21 for the website and AA WCAG 2.1 compliant in mobile. This is in order to adhere and comply with Bill C-65. It is essential that the ArriveCan web and mobile application be accessible in order to provide equal access and equal opportunity to people with diverse abilities. Access to information and communications technologies, including the Web, is defined as a basic human right in the Canadian Charter of Rights and under the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD). Using The Unified Audit Methodology the work will include automatic testing, guided manual testing, manual testing done by technology experts and user testing by people with disabilities. By deploying the Unified Audit Methodology, the IT Professional Services will improve code-level issues and the greater overall user experience of the applications. Testing will utilize industry standard assistive technologies including JAWS, ZoomText, and Dragon Naturally Speaking. One of the main points to achieve Accessibility is the demonstration, in the form of an audit, in accessing the ArriveCan web and mobile applications. Results from this audit will be shared with the 3rd party angular developers to help enhance and bring the website application up to WCAG 2.1 AAA/AA conformance levels. Additional support, such as validation testing, regression testing, spot checks and expert guidance will be required so that developers can make improvements and incorporate features and functionality to ensure that native assistive technology users have the ability to operate the website application without barriers. The final outcome of a WCAG 2.1 AAA/AA Conformance Report will provide a WCAG 2.1 AA Conformance Statement highlighting how the website application performs to ensure adherence to Government of Canada Accessibility requirements.

3.0 Background

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems.at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications.

ITSB provides technology leadership of corporate business applications and IT programs at CBSA. ITSB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives.

The Border Technology Innovation Directorate (BTID) is responsible for the development, production support and maintenance of critical business systems and emerging technologies. These systems include, but are not limited to, critical systems and applications that serve as common components for internal and external stakeholders. As well, BTID is accountable for the design, development and delivery of enterprise and corporate IT/IM solutions in support of CBSA's mandate.

As a result of the COVID 19 pandemic CBSA is looking to engage a contractor to help elevate ArriveCan, a web platform and mobile application, adhere to Accessibility for all Canadians.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

COVID-19 is a global public health challenge that continues to evolve rapidly. The pandemic has greatly changed the daily lives of people around the world, including in Canada, and in response, the Government of Canada is developing digital tools to keep Canadians safe and informed. Due to the COVID 19 pandemic, CBSA is actively accelerating their efforts to work towards no touch / low touch solutions for Canadians and CBSA front line workers. ArriveCan and its web and mobile applications were developed in collaboration with the Public Health Agency of Canada (PHAC) and the CBSA. ArriveCan is comprised of three stages along the travellers' journey – Pre-Arrival, At the Border and Post-Border Quarantine period (2 weeks). It allows travelers returning to Canada to input their 14-day isolation or quarantine information quickly, easily and securely upon arrival. ArriveCan works by digitizing the information collected under the current paper form that travelers must complete. This required information includes flight or border crossing details, whether travelers are exhibiting symptoms of COVID-19 and whether they have quarantine accommodations.

More than 6 million Canadians over the age of 15 have one or more disabilities. That's one in five (22%) of the country's population, according to Statistics Canada. For these individuals, being able to participate in society on par with their fellow citizens a fundamental right. Accessibility laws are written to protect and enforce those rights.

4.0 Scope of the Work

The purpose of the Work is to ensure the CBSA applications for both web and mobile are designed to work for all people to ensure it is accessible to all Canadian citizens, while following the Government of Canada's digital standards to become more agile, open and user focused.

Key areas CBSA will focus on are:

Design with users
Research with users to understand their needs and the problems we want to solve. Conduct ongoing testing with users to guide design and development.

Use open standards and solutions
Leverage open standards and embrace leading practices, including the use of open source software where appropriate. Design for services and platforms that are seamless for Canadians to use no matter what device or channel they are using.

Address security and privacy risks
Take a balanced approach to managing risk by implementing appropriate privacy and security measures. Make security measures frictionless so that they do not place a burden on users.

Build in accessibility from the start
Services should meet or exceed accessibility standards. Users with distinct needs should be engaged from the outset to ensure what is delivered will work for everyone.

Design ethical services
Make sure that everyone receives fair treatment. Comply with the guidelines in the design and use of systems which automate decision making (such as the use of artificial intelligence).

The Work will audit CBSA applications including the ArriveCan web and mobile applications to ensure the removal of barriers and provide ease of access in compliance with Bill C-65.
In accordance with **Bill C-65 - Accessibility Plans — Regulations Under This Act**

Link:
https://lop.parl.ca/sites/PublicWebsite/default/en_CA/ResearchPublications/LegislativeSummaries/421C6

5E#:~:text=Bill%20C%E2%80%9165%2C%20An%20Act%20to%20amend%20the%20Canada,Hajdu%2C%20Minister%20of%20Employment%2C%20Workforce%20Development%20and%20Labour.

Initial accessibility plan

- ***65 (1)*** *A regulated entity referred to in subsection 60(1) must, before the expiry of one year after the day fixed or determined by regulations made under subsection 117(1) that apply to that regulated entity, prepare and publish, in accordance with this Act and regulations made under subsection 117(1), an accessibility plan respecting*
  - ***(a)*** *its policies, programs, practices and services in relation to the identification and removal of barriers, and the prevention of new barriers, in*
    - ***(i)*** *the areas referred to in paragraphs 5(a) and (g),*
    - ***(ii)*** *the built environment, other than passenger aircraft, passenger trains, passenger buses, passenger vessels, aerodrome passenger terminals, railway passenger stations, bus passenger stations or marine passenger terminals, and*
    - ***(iii)*** *the area referred to in paragraph 5(c.1) as it relates to the areas referred to in paragraphs 5(a) and (g) and to the built environment referred to in subparagraph (ii); and*
  - ***(b)*** *the provisions of regulations made under subsection 117(1) that apply to it.*
- ***Updated accessibility plan***

  (2) *The regulated entity must prepare and publish, in accordance with this Act and regulations made under subsection 117(1), an updated version of its accessibility plan no later than the third anniversary of the day on which the plan was last published or before the expiry of the applicable period prescribed by regulations made under that subsection.*

The Contractor must provide IM/IT professional services on an as and when required basis in the National Capital Area (NCA) (as outlined in the Task Authorization sent for the Work) and in accordance with best practices. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

Required support will include will include:

RESOURCE CATEGORY	LEVEL OF EXPERTISE
I.10 – Cloud Architect (s)	Level 3
P.9 – Project Manager	Level 3
A.13 – Android Developer (s)	Level 3
A.13 – iOS Developer (s)	Level 3
A.12 – Mobile Architect	Level 3
A.16 – UX Designer (s)	Level 3
P.11 – Quality Assurance Specialist	Level 3
A.14 – Web Developer (s)	Level 3
A.1 – Business Analyst	Level 3
I.1 – Data Architect	Level 3

5.0 Tasks

The Contractor must provide support for IM/IT professional services on an as and when required basis. Each validly issued Task Authorization will outline the type of resource(s), the Work and tasks to be completed and the location of the Work, whether in the NCA or remotely.

Tasks include, but are not limited to the following:

ArriveCan – (Website Audit, Support and Conformance Statement)

- Provide accessibility guidance in support of the ArriveCan website application. This guidance includes an industry leading approach to auditing of digital properties. Using the Unified Audit Methodology the contractor must ensure automatic testing, guided manual testing, manual testing done by technology experts and user testing by people with disabilities. Results from this audit will be shared with the 3rd party angular developers to help enhance and bring the website application up to WCAG 2.1 AA conformance levels.
- Additional support, such as validation testing, regression testing, spot checks and guidance must be provided so that developers can make improvements and incorporate features and functionality to ensure that native assistive technology users have the ability to operate the website application without barriers.
- Provide a WCAG 2.1 AA Conformance Statement highlighting how the website application performs. Continuous Improvement, plan, design, develop, deploy and maintain moving current web platform to an even more accessible matured web platform – alignment to leading industry best practices. This will also be required for mobile platforms.

ArriveCan – (iOS Audit, Android Audit and Conformance Statement)

- Provide accessibility guidance in support of the ArriveCan iOS and Android applications. This guidance includes an industry leading Unified Audit Methodology approach. Testing will utilize mobile assistive technologies including VoiceOver & Talkback. Results from this audit will be shared with the developers to help enhance and bring the iOS and Android applications up to WCAG 2.1 AA conformance levels.
- Additional support, such as validation testing, regression testing, spot checks and guidance will be provided so that developers can make improvements and incorporate features and functionality to ensure that native assistive technology users have the ability to operate the website application without barriers.

ArriveCan – (Bringing Applications up to WCAG 2.1 AAA)

- Provide additional accessibility support in the form of testing, remediation guidance, and strategic alignment to the Website Application Team to bring the web application up to WCAG 2.1 AAA conformance.
- During the Access Audit project, gather the data necessary to evaluate the accessibility and compliance level of the Canada Border Services Agency's ArriveCan and develop a remediation strategy. The Contractor will test against WCAG (Web Content Accessibility Guidelines) 2.0. Activities in this project and will focus on (i) identifying the overall compliance of Canada Border Services Agency's web systems with key digital accessibility requirements, (ii) analyzing the structure and assets on each system, and (iii) providing and clarifying system and page use and risk profiles. This information will inform a compliance, priority, and risk model that can be used to order remediation activities throughout the project.
- Provide a 3-month demo instance of Access Analytics to continuously track issues and remediation progress;
- Identify the overall compliance of the Agency's digital property with key digital accessibility requirements, while analyzing the structure and assets across testing sprints;
- Collaborate with the Agency to jointly identify, select, and prioritize modules (templates) as well as functional testing of use cases (key workflows) for concentrated testing efforts;

- Hold delivery meetings with Agency team(s) as determined by the Project Authority to review latest results and jointly work to re-prioritize remediation work, adjust testing efforts, and determine further actions or next steps;
- Perform on-going security reviews post accessibility changes, enhancements and features to ensure security risks are not created; and
- Provide as and when requested support for accessibility efforts via The information gathered from the above tasks and deliverables will provide a compliance, priority and risk model that can be used to guide remediation activities throughout the active project. The Contractor and Canada Border Services Agency will partner together to review the current backlog of identified issues and re-prioritize continuing efforts accordingly.

Audit Methodology and Process

Kickoff

At the beginning of the approved project, the Contractor project lead or designated project lead from the accessibility services team will teleconference with a designated client project manager to confirm the goals, scope of work, timeline, and other project specific information. The client's project manager will provide the Contractor with access to any needed system and points of contact within the development group. During the kickoff meeting the following activities will occur:

- **Scope Review** - Review the project scope and goals.
- **Project Plan Review** - Prior to the start of a project, the Contractor will create a project plan reflecting their planned approach to performing the contracted work, including tasks, timelines, and assumptions. During the project plan review, the draft project plan and timeline will be reviewed and discussed amongst all project stakeholders.
- **Project Role Review** – Review of all project stakeholders and their roles. This review will include an overview of any activities and resources needed the Contractor from the client to complete the project in a timely fashion.
- **Project Communication Plan Review** - Define client and Contractor primary and backup contacts for the project. This review will include a discussion of the escalation paths for project issues. The Contractor must provide two routes for escalating issues on projects – the primary through the project's staff and the second through a client's account manager.

And in addition, for all categories the tasks include, but are not limited to the following:

- Planning and coordinating IM/IT project management activities including planning/coordination/guidance and process aspects;
- Working with a variety of stakeholders and providing IM/IT best practice advice/solutions for projects;
- Providing IM/IT documentation for digital accessibility work such as Statement of Requirements (SOR), project plans, feasibility reports, schedules, project management plans, risk management plans and lessons learned arising out of projects from the Work;
- Formulating and managing the IM/IT project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing project progress against milestones and engaging ongoing risk management;
- Developing and maintaining systems for the management and control of IM/IT requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;

- Supporting the Project Authority in overseeing IM/IT initiatives;
- Supporting the Project Authority in overseeing the change management process for IM/IT requirements;
- Providing monthly project progress reports;
- Conducting stakeholder meetings; and
- Working with project teams and other stakeholders to manage the IM/IT requirements on projects.

6.0 Deliverables

The Contractor must provide the following Deliverables in accordance with validly issued Task Authorizations which include but are not limited to:

- WCAG 2.1 Conformance Reports – Initial and Final
- Accessibility Review Report
- Recommendations for Future Accessibility Measures Report
- Written and verbal advice;
- Issues papers/Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. Monthly Progress Reports);
- Management Action Plans;
- Work plans for specific initiatives;
- Business Cases;
- Business Planning, including risk planning and risk analysis, Risk Management Plans, and Statement of Requirements;
- Tracking against plans – including level of effort and resource estimation as part of IM/IT business planning;
- Fit/Gap Analyses;
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Synthesis report of facilitated meetings;
- Activity reports;
- Project Management Plans and project documentation such as Project Schedules, Lessons Learned, Progress Reports, Deficiency Reports, Project Forecasts, Road Maps; and Post Project Review Reports; and
- Conversation notes, design documentation, change management documentation, site inspection reports and other Work requested under the Task Authorization.

The level of support versus management services provided by the Contractor's resources for items listed above will vary depending on the needs of the Work.

Deliverables to be submitted in hard and soft copies in the appropriate software formats (e.g. MS Project or MS Office Suite applications as identified by the Project Authority). All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, the project management team will provide the Contractor with the required forms and templates to meet these standards.

There may be a requirement for the Contractor's resources to access information available exclusively at Canada's facilities in the NCA. All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval and signature (as required). All Work under this Contract must be accessible to the Project Authority Departmental Representative at all times.

7.0 Client Support

The Client will provide all documentation and information necessary for the Work.

8.0 Work Location

Work will be performed in the NCA. The Work will be performed remotely.

9.0 Travel

There are no travel related expenses or living expenses associated with this Contract. The Work will be within the National Capital Region (NCR) or performed remotely.

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Project Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and the requested security clearance information.

3. Once the quotation has been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

APPENDIX B TO ANNEX A

TASK AUTHORIZATION (TA) FORM			
Contractor:		**Contract Number:**	
Commitment: #		**Financial Coding:**	
Task Number (Amendment):		**Issue Date:**	**Response Require By:**

1. Statement of Work (Work Activities, Certifications and Deliverables)

See attached for Statement of Work and Certifications required.

2. Period of Service:	**From** (Date)		**To** (Date)	
3. Work Location:				
4. Travel Requirements:				
5. Language Requirement:				
6. Other Conditions/Constraints:				
7. Level of Security Clearance required for the Contractor Personnel:				

8. Contractor's Response:

Category and Name of Proposed Resource	PWGSC Security File Number	Per Diem Rate	Estimated # of Days	Total Cost
			Estimated Cost	
			Applicable Taxes	
			Total Labour Cost	
			Total Travel & Living Cost	

TASK AUTHORIZATION (TA) FORM

Firm Price or Maximum TA Price	

Contractor's Signature

Name, Title and Signature of Individual Authorized to sign on behalf of the **Contractor** (type or print) ____________________________________	Signature: ______________________________ Date: __________________________________

Approval – Signing Authority

Signatures (Client)	**Signatures (PWGSC)**
Name, Title and Signature of Individual Authorized to sign: Technical Authority: __________________________________ Date: __________________________________ CBSA Strategic Procurement Division: __________________________________ Date: __________________________________	Contracting Authority [1]: __________________________________ Date: __________________________________

[1] Signature required for TA valued at **$300,000.00** or more, Applicable Taxes included.

You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out thereof.

APPENDIX C TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

______________________________________ ____________________

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

______________________________________ ____________________

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

______________________________________ ____________________

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE – ENGLISH

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

______________________________________ ____________________

Print name of authorized individual & sign above Date

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'Accès à l'information.

ANNEX B
BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
Cloud Architect (s)	Level 3	[redacted]
Project Manager	Level 3	[redacted]
Android Developer (s)	Level 3	[redacted]
iOS Developer (s)	Level 3	[redacted]
Mobile Architect	Level 3	[redacted]
UX Designer (s)	Level 3	[redacted]
Web Developer (s)	Level 3	[redacted]
Quality Assurance Specialist	Level 3	[redacted]
Data Architect	Level 3	[redacted]
Business Analyst	Level 3	[redacted]

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

SEE ATTACHED DOCUMENT

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Systems Software Procurement Division / Division des achats des logiciels d'exploitation
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

898695804PG0001
Advanced Chippewa Technologies Inc.
802 Nesbitt Place
Ottawa
Ontario
K2C0K1
Canada
Operating as: ACT inc

Title - Sujet
Tableau Creator Subscription

Contract No. - N° du contrat
47419-216581/001/EE

Amendment No. - N° Modif
001

Client Reference No. - N° de référence du client
47419-216581

Date
2021-08-12

Requisition Reference No. - N° de la demande
47419-216581

File No. - N° de dossier
017ee.47419-216581

CCC No./N° CCC - FMS No./N° VME

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CBSA-ASFC
Enterpise Information Management
Tower A
333 N river Rd, 2nd Floor
Ottawa,ON, K1A 0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendors-fournisseurs@cbsa-asfc.gc.ca
National Invoice Reception Unit/Unité nationale de réception de fac
105 rude McGill, #260-01
Montréal, QC, H2Y 2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Lessard, Peter

Buyer Id - Id de l'acheteur
017ee

Telephone No. - N° de téléphone
(613) 850-7602 ( )

FAX No. - N° de FAX
( ) -

Increase (Decrease) - Augmentation (Diminution)
$289,409.95

Revised estimated cost
Coût révisé estimatif
$458,794.69

Currency Type - Genre de devise
CAD

For the Minister - Pour le Ministre

Canada

Contract No. - N° du contrat
47419-216581

Amd. No. - N° de la modif.
001

Buyer ID - Id de l'acheteur
017EE

Client Ref. No. - N° de réf. du client
47419-216581

File No. - N° du dossier
017ee-47419-216581

CCC No./N° CCC - FMS No./N° VME

CONTRACT AMENDMENT AGAINST SUPPLY ARRANGEMENT EN578-100808/229 FOR CANADA BORDER SERVICES AGENCY

This contract amendment 001 is raised to:

1) Revise the subscription end date in Table 1 of the initial contract

   Delete For Period Starting January 30, 2021 to January 29, 2011 and replace with For Period Starting January 30, 2021 to January 29, 2022

2) Increase the license quantities for the period starting August 13, 2021 to January 29, 2022.

1. Table 1 - Initial Deliverables

Item No.	Manufacturer's Product Name	Manufacturer's Part No.	Qty	Unit Price	Extended Price
1	Tableau Creator Subscription	TAB-CREATOR-SUB			
2	Tableau Creator Subscription	TAB-CREATOR-SUB			
3	Tableau Viewer Subscription	TAB-VIEWER-SUB			
4	Tableau DB Management Subscription	TAB-DB-MGT-SUB			
5	Tableau Server Management Subscription *(above for portal CBSA 04)*	TAB-SV-MGT-SUB			
6	Tableau Server Management Subscription (above for portal CBSA 02)	TAB-SV-MGT-SUB			
7	TAB-PREMIUM-SUP-T1	TAB-PREMIUM-SUP-T1			
For Period Starting August 13, 2021 to January 29, 2022				**Sub-Total:**	**$256,115.00**

ALL OTHER TERMS AND CONDITIONS ARE PER THE SUPPLY ARRANGEMENT.

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Shared Services Canada | Services partagés Canada

Task Authorization / Purchase Order
Autorisations des tâches / Bon de commande
PO#00227-CBSA-Amendment #1

Ship to – Expédier à

Org: Canada Border Services Agency

Address:
105 Rue Mcgill, #260-01
Montreal, QC
H2Y 2E7

Email: bruce.mchaffie@cbsa-asfc.gc.ca
Phone:613-299-3856

Supplier – Fournisseur
Ernst & Young Global Limited
Ottawa Address

99 Bank Street, Suite 1200
Ottawa, ON
K1P 6B9

Phone: 613-598-4289

To the supplier: The contract identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the contract. Only goods or services, or both, included in the contract will be supplied in the order against the contract.

Au fournisseur: Le contrat indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans le contrat. Seuls les biens ou les services, ou les deux, inclus dans le contrat seront fournis dans l'ordre contre le contrat.

Security: The order includes security provisions.
Sécurité : La demande comprend des exigences en matière de sécurité.

YES — If YES, attach a SRCL to the order
Si OUI, joindre une LVERS à la demande

Issued Date Date de délivrance	Contract Start Date Date d'effet du contrat	Contract End Date Date de fin initiale du contrat	Requisition No N° de demande	Client Reference No. (optional) N° de référence du client (facultatif)
2022/03/29	2021/07/21	2023/03/31	R000093204	1000358123 Contract Number / Numéro du contrat 2B0KBQ0174

Amendment No N° de modification			Currency Devise
001	Amendment #1: FY21/22 - lines 1-3: Adjust numbers downward to reflect work done; FY22/23 - lines 4-5: add projected work		CAD

Item No. No de l'article	Item Description Description de l'article	Shipping Address Adresse de livraison	Billing Address Adresse de factures	Delivery Date Date de livraison	UOM UDM	Quantity Quantité	Unit Price Prix unitaire ($)	Extended Price Prix calculé ($)
1	Cyber Network Analyst - Level 2 Category: 2.4 SCSL: Reliability Resource Name: Alfred Lai Term: Award Date – 2022/03/31	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	2022/03/31	Day			

Canada

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2	Cyber Network Analyst - Level 1 Category: 2.3 SCSL: Reliability Resource Name: NA Term: Award Date – 2022/03/31	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	2022/03/31	Day			
3	Cyber Network Analyst - Level 1 Category: 2.3 SCSL: Reliability Resource Name: NA Term: Award Date – 2022/03/31	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	2022/03/31	Day			
4	Cyber Network Analyst - Level 2 Category: 2.4 SCSL: Reliability Resource Name: Alfred Lai Term: 2022/04/01 – 2023/03/31	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	2022/04/01	Day			
5	Cyber Network Analyst - Level 2 Category: 2.4 SCSL: Reliability Resource Name: Alfred Lai Term: 2022/04/01 – 2023/03/31	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	Org: Canada Border Services Agency 105 Rue Mcgill #260-01 Montreal, QC H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	2022/04/01	Day			
		Terms of Payment - Modalités de paiement IT30 - Due in 30 Days - prévu dans 30 jours		**Net Total**				$393,000.00
				A/P HST Applicable – CAQC@14.975%				$58,851.75
				Total				**$451,851.75**

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For further information, call - Pour renseignements supplémentaires, contacter	
Name - Nom Gary Cooper	Telephone No. - Nº de téléphone 613-790-5914
	For the Minister – Pour le Ministre

Shared Services Canada / Services partagés Canada

Task Authorization / Purchase Order
Autorisations des tâches / Bon de commande
PO#00227-CBSA

Ship to – Expédier à

Org:
Canada Border Services Agency

Address:
105 Rue Mcgill #260-01
Montreal, Québec, Canada
H2Y 2E7

Email:
bruce.mchaffie@cbsa-asfc.gc.ca

Phone:
613-299-3856

Supplier – Fournisseur

Ernst & Young Global Limited
Ottawa Address

99 Bank Street, Suite 1200
Ottawa
Ontario
K1P 6B9 CANADA
T: 613-598-4289

To the supplier: The contract identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the contract. Only goods or services, or both, included in the contract will be supplied in the order against the contract.

Au fournisseur: Le contrat indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans le contrat. Seuls les biens ou les services, ou les deux, inclus dans le contrat seront fournis dans l'ordre contre le contrat.

Security: The order includes security provisions.
Sécurité : La demande comprend des exigences en matière de sécurité.

YES — If YES, attach a SRCL to the order
Si OUI, joindre une LVERS à la demande

Issued Date Date de délivrance	Contract Start Date Date d'effet du contrat	Contract End Date Date de fin initiale du contrat	Requisition No N° de demande	Client Reference No. (optional) N° de référence du client (facultatif)
2021/07/15	2021/07/21	2022/03/31	R000093204	1000358123 Contract Number / Numéro du contrat 2B0KBQ0174

Amendment No N° de modification			Currency Devise
N/A			CAD

Item No. No de l'article	Item Description Description de l'article	Shipping Address Adresse de livraison	Billing Address Adresse de factures	Delivery Date Date de livraison	UOM UDM	Quantity Quantité	Unit Price Prix unitaire ($)	Extended Price Prix calculé ($)
1	Cyber Network Analyst - Level 2 Category: 2.4 SCSL: Reliability Resource Name: TBD Term: Award Date - March 31, 2022	Org: Canada Border Services Agency Address: 105 Rue Mcgill #260-01 Montreal, Québec, Canada H2Y 2E7 Email:	Org: Canada Border Services Agency Address: 105 Rue Mcgill #260-01 Montreal, Québec, Canada H2Y 2E7 Email:	2022/03/31	Day			

Canada

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		bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856					
2	Cyber Network Analyst - Level 1 Category: 2.3 SCSL: Reliability Resource Name: TBD Term: Award Date - March 31, 2022	Org: Canada Border Services Agency Address: 105 Rue Mcgill #260-01 Montreal, Québec, Canada H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	Org: Canada Border Services Agency Address: 105 Rue Mcgill #260-01 Montreal, Québec, Canada H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	2022/03/31	Day			
3	Cyber Network Analyst - Level 1 Category: 2.3 SCSL: Reliability Resource Name: TBD Term: Award Date - March 31, 2022	Org: Canada Border Services Agency Address: 105 Rue Mcgill #260-01 Montreal, Québec, Canada H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	Org: Canada Border Services Agency Address: 105 Rue Mcgill #260-01 Montreal, Québec, Canada H2Y 2E7 Email: bruce.mchaffie@cbsa-asfc.gc.ca Phone: 613-299-3856	2022/03/31	Day			

Terms of Payment - Modalités de paiement
IT30 - Due in 30 Days - prévu dans 30 jours

Net Total	979,200.00
A/P HST Applicable – QC	146,635.20
Total	**1,125,835.20**

For further information, call - Pour renseignements supplémentaires, contacter

Name - Nom	Telephone No. - N° de téléphone
Gary Cooper	613-790-5914

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	For the Minister – Pour le Ministre

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Statement of Work

Contract Number	**Task Authorization Number**
SSC (SWEP) Contract #: 2B0KBQ0174	

Categories / Levels

Number of Resources	Resource Category
1	2.4 Cyber Network Analyst - Level 2
2	2.3 Cyber Network Analyst - Level 1

BACKGROUND

Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructure and applications.

CBSA provides effective management of Canada's border through the strategic development, application and oversight of Information Technology and Information Management services. Integrated IT services are administered across Canada.

ITSB provides technology leadership of corporate business applications and IT programs at CBSA. ITSB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives.

CBSA seeks to modernize / migrate their application portfolio to their target cloud architecture on Amazon Web Services (AWS) and Microsoft Azure Protected B compliant Cloud environments.

The Consultants will provide expert advice, research and leadership processes on an as and when required basis.

Objectives *(High-level description of expected outcome)*

As part of the Canada Border Services Agency (CBSA) - Application Modernization project, the resources listed above are required to provide advice, engage stakeholders (Business, IT applications and Cloud Vendors), and coordinate activities to facilitate the implementation of cloud technologies on both the AWS and Azure Cloud environments.

Scope of Work *(An overview of the work that needs to be done)*

The Contractor must complete the deliverables outlined in this statement of work through IM/IT professional services through those resource categories:

Number of Resources	Resource Category
1	2.4 Cyber Network Analyst - Level 2
2	2.3 Cyber Network Analyst - Level 1

Tasks

Tasks will include, but not be limited to the following:

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2.4 Cyber Network Analyst - Level 2

- Identify cloud adoption approaches;
- Identify and assist the prioritization of capital and operational investments used to effectively defenced against cyber threats;
- Provide just in time on-site support and remote incident response support to help quickly contain or eradicate an intruder that has compromised a client's digital assets, and implement enhanced defences to reduce risk going forward;
- Improve and sustain threat and vulnerability management effectiveness;
- Identify vulnerable systems and networks through controlled penetration tests, dynamic and static application testing and help clients remediate to their acceptable risk tolerance;
- Monitor and respond to advanced threats via market-leading technology and intelligence
- Review and manage critical system vulnerabilities, which can act as points of entry into the environment;
- Develop and document detailed assessments and configurations for identity management platforms that function compatibly both with the cloud service provider platform and CBSA's on-premises technologies, including mainframe and active directory;
- Analyze functional requirements to identify procedures and decision flows when it comes to identity management and federation in the cloud;
- Prepare and analyze the detailed application system requirements including identification and sizing of resources, virtualization, technical dependencies, interfaces, loads, peak and normal performance metrics, software, storage, redundancy etc.;
- Conduct design and application development work as required;
- Deploy biometric security models and multi-factor authentication and secure enclave processing;
- Develop security and identity management systems and methods for:
    - generating passwords using key inputs and contextual inputs;
    - authenticating a security device;

      establishing trusted communication using a security device
- Define input/output sources, including detailed plan for technical design phase, and obtain approval for system proposals;
- Document cloud system design, concepts and facilities, present and obtain approval of detailed system designs;
- Perform solution integration activities supporting multi-cloud and hybrid solutions;
- Identify typical ongoing operational support requirements following migration – day-to-day operations processes, integration and migration of additional workloads, data, maintenance, security procedures, compliance monitoring, inventory auditing, change management, account auditing and review, automated resource discovery, and system hardening etc.; and,

- Assist with Firewall change requests to support applications and projects on-boarding to the CBSA Cloud environment.

2.3 Cyber Network Analyst - Level 1

- Provide just in time on-site support and remote incident response support to help quickly contain or eradicate an intruder that has compromised a client's digital assets, and implement enhanced defences to reduce risk going forward;
- Improve and sustain threat and vulnerability management effectiveness;
- Monitor and respond to advanced threats via market-leading technology and intelligence
- Develop and document detailed assessments and configurations for identity management platforms that function compatibly both with the cloud service provider platform and CBSA's on-premises technologies, including mainframe and active directory;
- Prepare and analyze the detailed application system requirements including identification and sizing of resources, virtualization, technical dependencies, interfaces, loads, peak and normal performance metrics, software, storage, redundancy etc.;
- Implement the latest security and identity management standards supporting a secure cloud implementation;
- Conduct design and application development work as required;
- Develop security and identity management systems and methods for:
    - generating passwords using key inputs and contextual inputs;
    - authenticating a security device;

      establishing trusted communication using a security device
- Define input/output sources, including detailed plan for technical design phase, and obtain approval for system proposals;
- Design cloud data structures and files, sub-systems and modules, programs, workloads, server-less apps, batch, on line, and production monitoring procedures;
- Develop testing strategies, scripts and testing reports;
- Document cloud system design, concepts and facilities, present and obtain approval of detailed system designs;
- Produce operational cloud identity management applications and documentation including all forms, manuals, programs, data files and procedures;
- Perform solution integration activities supporting multi-cloud and hybrid solutions;
- Prepare and test implementation plans for cloud technologies, workloads and services;
- Install, monitor and stabilize particular facets of cloud platforms technology;

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- Configure and optimize technical cloud platforms installations;
- Work with the System Administrator to develop and test automated rebuild procedures; and,
- Identify typical ongoing operational support requirements following migration – day-to-day operations processes, integration and migration of additional workloads, data, maintenance, security procedures, compliance monitoring, inventory auditing, change management, account auditing and review, automated resource discovery, and system hardening etc.;
- Develop scripts and templates to reflect current network configuration and topology to allow for the automated redeployment and repair of network infrastructure; and,
- Prepare Firewall change requests to support applications and projects on-boarding to the CBSA Cloud environment.

Deliverables *(List of expected deliverables to be produced or provided)* The Contractor will provide the following Deliverables:	**Due Date** **TBD by Technical Authority as needed**
2.4 Cyber Network Analyst - Level 2	
Status reports – weekly activity updates	Weekly (as required)
Meeting facilitation and reports (e.g. Monthly Progress Reports)	Monthly until May 2022
Meeting Agendas, schedules and minutes;	Monthly until May 2022
Conversation notes, design documentation, change management documentation.	Monthly until May 2022
CBSA cloud environments – Critical System Vulnerabilities report – document the Cloud Platform infrastructure including technologies and components, describing vulnerabilities, and issues and identify and document remediation(s).	Monthly until May 2022
Cloud application security assessment: document assessments and configurations for identity management platforms that function compatibly both with the cloud service provider platform and CBSA's on-premises technologies, including mainframe and active directory	Monthly until May 2022

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Operations infrastructure workflow documentation: Provide strategies, designs, test suites, automation scripts and Infrastructure support.	Monthly until May 2022
Cloud Application Design Document: Describing the detailed application system requirements including identification and sizing of resources, virtualization, technical dependencies, interfaces, loads, peak and normal performance metrics, software, storage, redundancy etc.;	Monthly until May 2022
Cloud System Design: Document design, concepts and facilities, present and obtain approval of detailed system designs for new Cloud applications.	Monthly until May 2022
2.3 Cyber Network Analyst - Level 1	
Status reports – weekly activity updates	Weekly (as required)
Meeting facilitation and reports (e.g. Monthly Progress Reports)	Monthly until May 2022
Produce Activity report;	Monthly until May 2022
Meeting Agendas, schedules and minutes;	Monthly until May 2022
Conversation notes, design documentation, change management documentation.	Monthly until May 2022
Cloud application security assessment: document assessments and configurations for identity management platforms that function compatibly both with the cloud service provider platform and CBSA's on-premises technologies, including mainframe and active directory	Monthly until May 2022
Cloud Data Structures designs: document the design of the cloud data structures and files, sub-systems and modules, programs, workloads, server-less apps, batch, on line, and production monitoring procedures;	Monthly until May 2022
Cloud Testing Strategies and Scripts: documenting the testing strategies, scripts and testing reports;.	Monthly until May 2022
Cloud Applications Operations documentation: document the operational cloud identity management applications and documentation including all forms, manuals, programs, data files and procedures;	Monthly until May 2022

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Cloud network configuration: Develop scripts and templates to reflect current network configuration and topology to allow for the automated redeployment and repair of network infrastructure	Monthly until May 2022
Firewall Change requests: Document Firewall change requests to support applications and projects on-boarding to the CBSA Cloud environments.	Monthly until May 2022

Reporting Requirements

All deliverables are subject to review and acceptance of the Technical/Project Authority. The Contractor will be required to remedy any errors, omissions or revisions identified by the Technical/Project Authority within 5 business days of being notified.

CONSTRAINTS

a) Work must normally be performed within CBSA's normal working hours of 7:00 am to 6:00 pm.

b) The Contractor may be required to attend meetings at CBSA and at Key GC Stakeholders within the National Capital Region.

c) No Free or COTS software will be installed on CBSA equipment for this engagement.

d) Only Canadian resources working in Canada will be assigned CBSA laptops.

e) Only Canadian resources working in Canada will be granted access to CBSA's AWS environment.

f) All information and CBSA equipment will be stored and remain within Canada.

WORK LOCATION

Contracted resources must be willing and able to accept a flexible work arrangement, including any or all of the following:

- Working remotely off-site
- Use of collaborative work spaces
- Shared cubicles when working on site within the National Capital Region (NCR).

TRAVEL REQUIREMENTS

There is no travel requirement expected outside the NCR. If travel is required outside the NCR, it will be identified in the TA.

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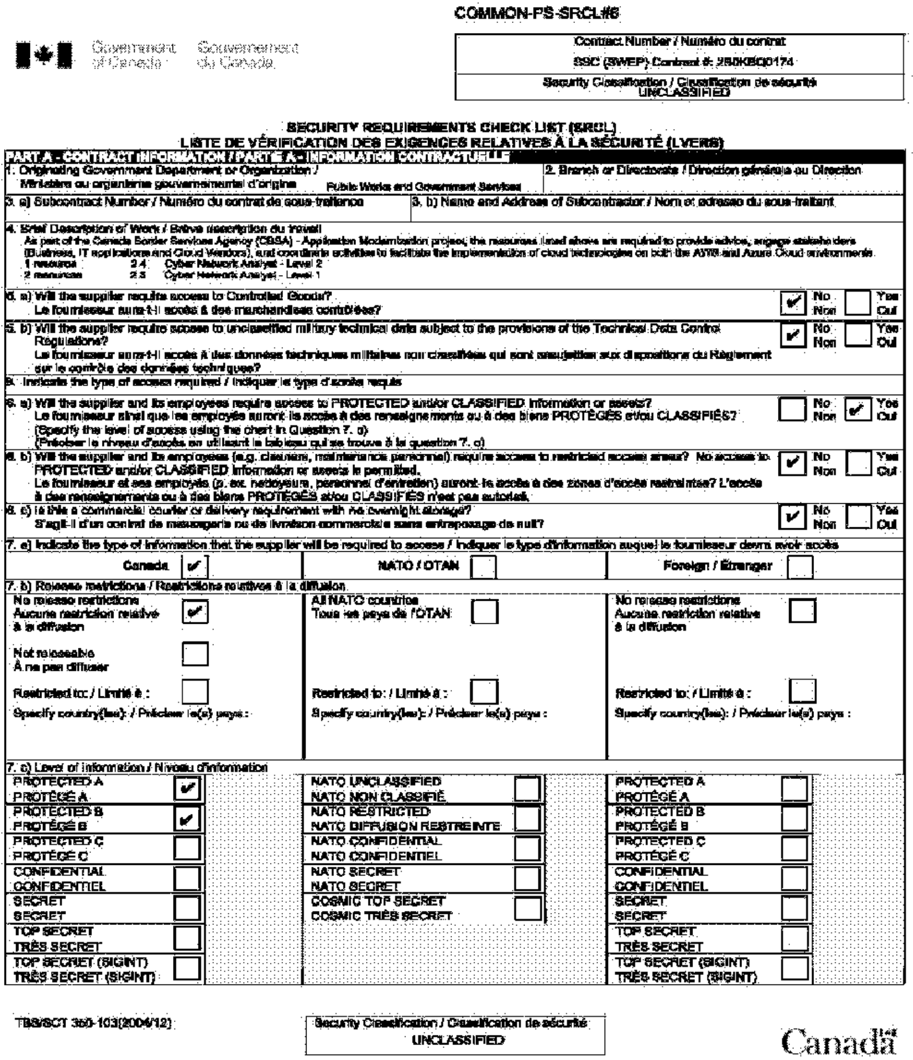


COMMON-PS-SRCL#6

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
SSC (SWEP) Contract #: 2B0KBQ0174

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Public Works and Government Services

2. Branch or Directorate / Direction générale ou Direction

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
As part of the Canada Border Services Agency (CBSA) - Application Modernization project, the resources listed above are required to provide advice, engage stakeholders (Business, IT applications and Cloud Vendors), and coordinate activities to facilitate the implementation of cloud technologies on both the AWS and Azure Cloud environments.
1 resource 2.4 Cyber Network Analyst - Level 2
2 resources 2.3 Cyber Network Analyst - Level 1

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No Non ☐ Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No Non ☑ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No Non ☐ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
☑	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

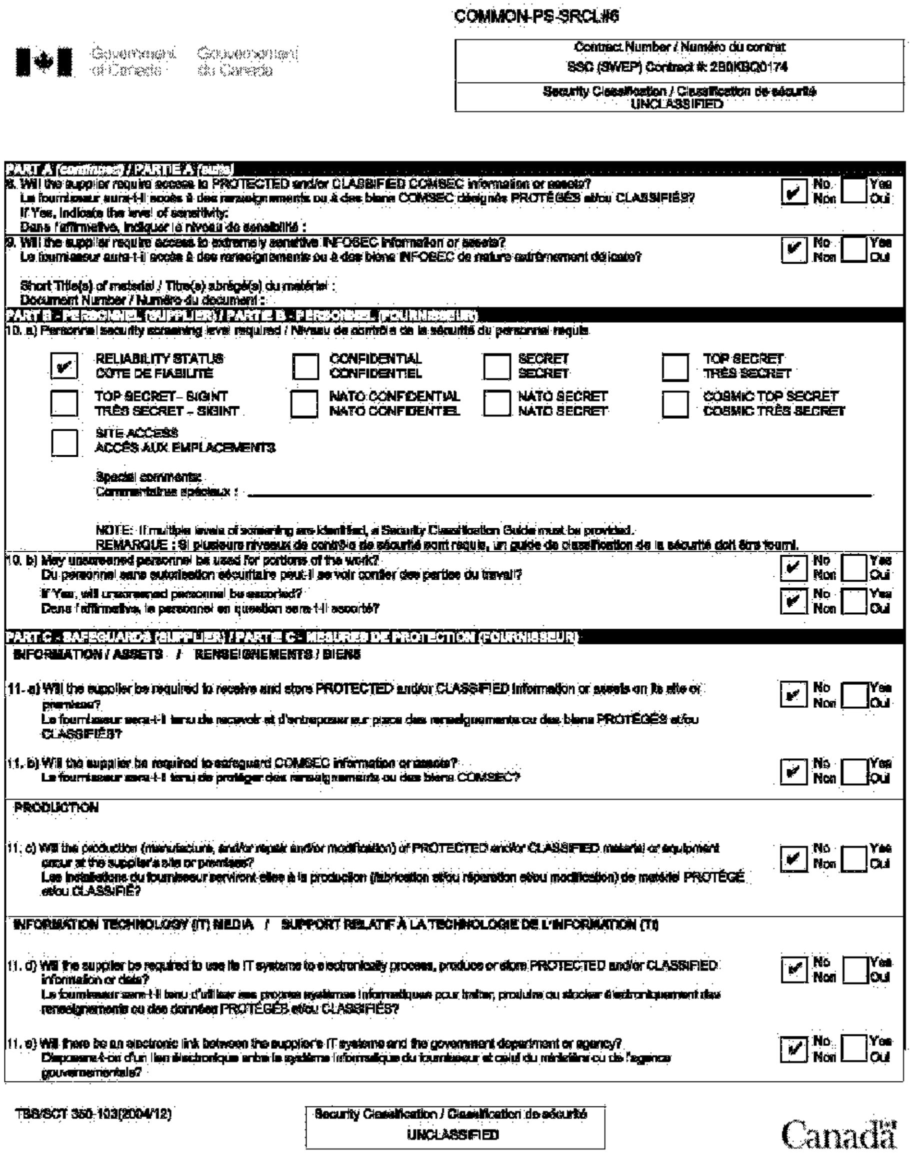
Canada		NATO / OTAN		Foreign / Étranger	
PROTECTED A PROTÉGÉ A	☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	☐	PROTECTED A PROTÉGÉ A	☐
PROTECTED B PROTÉGÉ B	☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE	☐	PROTECTED B PROTÉGÉ B	☐
PROTECTED C PROTÉGÉ C	☐	NATO CONFIDENTIAL NATO CONFIDENTIEL	☐	PROTECTED C PROTÉGÉ C	☐
CONFIDENTIAL CONFIDENTIEL	☐	NATO SECRET NATO SECRET	☐	CONFIDENTIAL CONFIDENTIEL	☐
SECRET SECRET	☐	COSMIC TOP SECRET COSMIC TRÈS SECRET	☐	SECRET SECRET	☐
TOP SECRET TRÈS SECRET	☐			TOP SECRET TRÈS SECRET	☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information



COMMON-PS-SRCL#6

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
SSC (SWEP) Contract #: 2B0KBQ0174

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☐ CONFIDENTIAL / CONFIDENTIEL
☐ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux : ______

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

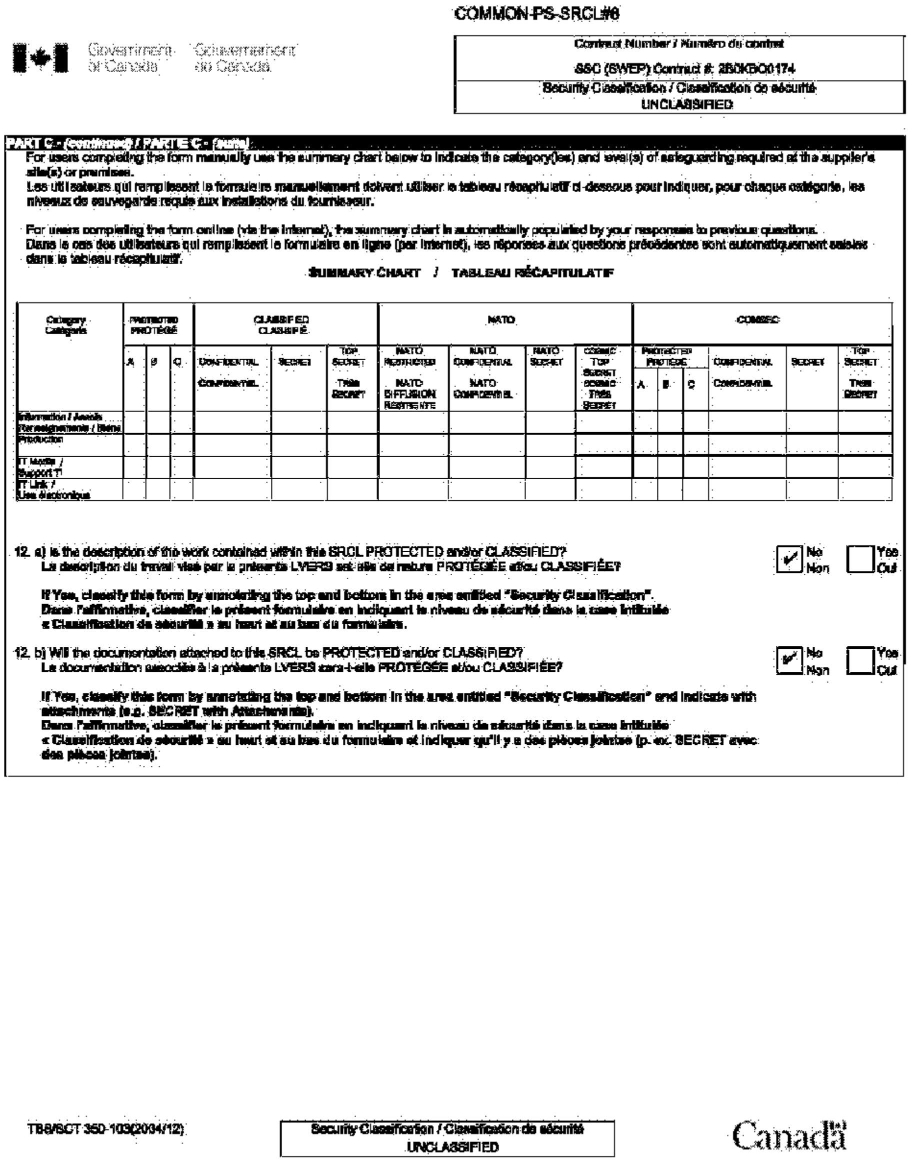
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information



COMMON-PS-SRCL#6

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat
SSC (SWEP) Contract #: 2B0KB00174
Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? ☑ No / Non ☐ Yes / Oui
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? ☑ No / Non ☐ Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

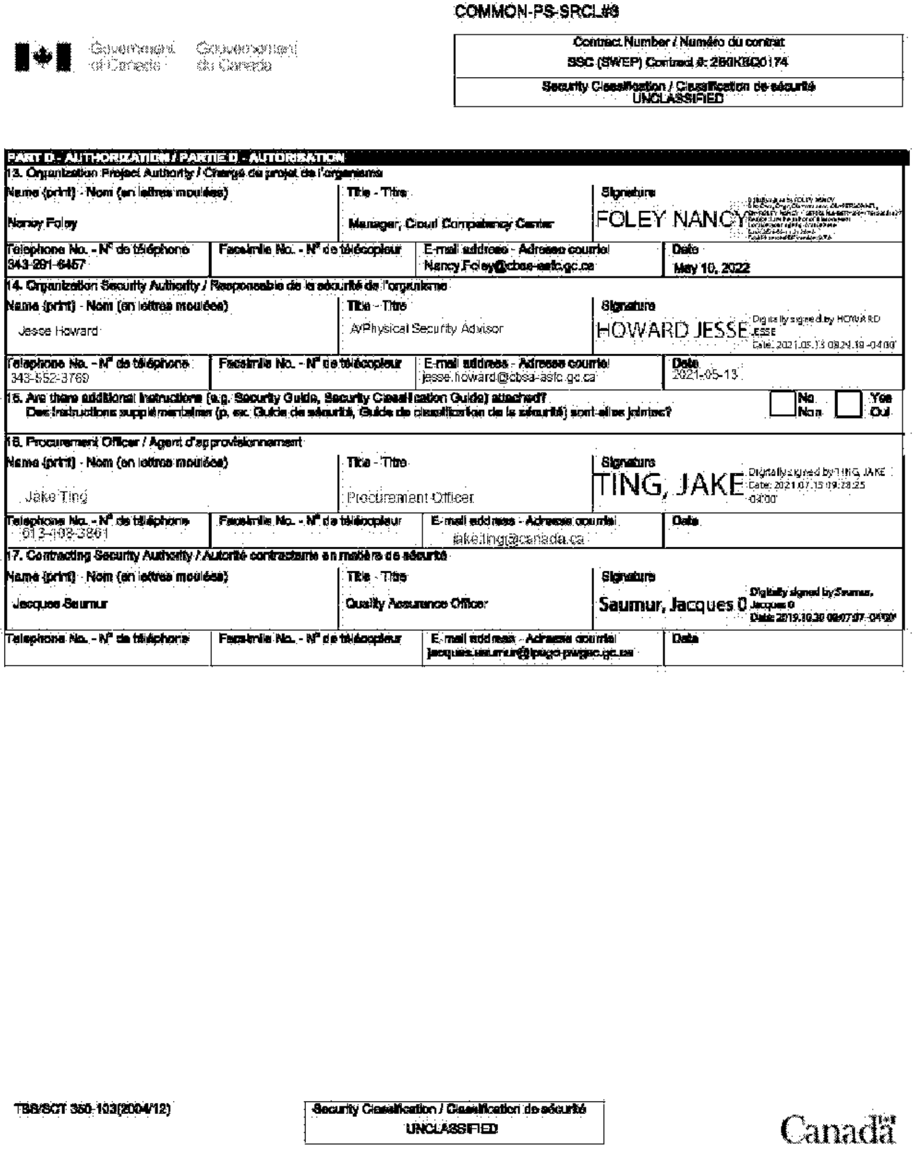
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information



COMMON-PS-SRCL#3

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
SSC (SWEP) Contract #: 2B0KBQ0174
Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Nancy Foley		**Title - Titre** Manager, Cloud Competency Center	**Signature** FOLEY NANCY
Telephone No. - N° de téléphone 343-291-6457	**Facsimile No. - N° de télécopieur**	**E-mail address - Adresse courriel** Nancy.Foley@cbsa-asfc.gc.ca	**Date** May 10, 2022

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Jesse Howard		**Title - Titre** A/Physical Security Advisor	**Signature** HOWARD JESSE Digitally signed by HOWARD JESSE Date: 2021.05.13 08:24:19 -04'00'
Telephone No. - N° de téléphone 343-552-3769	**Facsimile No. - N° de télécopieur**	**E-mail address - Adresse courriel** jesse.howard@cbsa-asfc.gc.ca	**Date** 2021-05-13

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Jake Ting		**Title - Titre** Procurement Officer	**Signature** TING, JAKE Digitally signed by TING, JAKE Date: 2021.07.15 09:28:25 -04'00'
Telephone No. - N° de téléphone 613-408-3861	**Facsimile No. - N° de télécopieur**	**E-mail address - Adresse courriel** jake.ting@canada.ca	**Date**

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur		**Title - Titre** Quality Assurance Officer	**Signature** Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:07:07 -04'00'
Telephone No. - N° de téléphone	**Facsimile No. - N° de télécopieur**	**E-mail address - Adresse courriel** jacques.saumur@tpsgc-pwgsc.gc.ca	**Date**

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Canada

Security clauses

Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # Common-professional services security requirement check list #6

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor/offeror **must not** remove any **protected** information or assets from the identified work site(s); and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC.
5. The contractor/offeror must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex ________
    b. Contract Security Manual (latest edition)

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
129286076PG0001
Le Groupe Conseil Bronson Consulting Group, Inc.
6 Monkland Avenue
Ottawa
Ontario
K1S1Y9
Canada
Operating as: Bronson Consulting Group

Title - Sujet
Alteryx Software

Contract No. - N° du contrat
47419-228219/001/EE

Date
2021-06-17

Client Reference No. - N° de référence du client
1000358219

Requisition No. - N° de la demande
47419-228219

File No. - N° de dossier
012ee.47419-228219

CCC No./N° CCC - FMS No./N° VME

Financial Code(s) Code(s) financier(s)	**GST/HST TPS/TVH**
181520030 C-00047-22-04	
2001 30600 75104	
HST	

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CBSA/ASFC
Enterprise Information Management
TOWER A
333 N RIVER RD, 2nd floor
OTTAWA ON K1A 0L8
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendors-fournisseurs@cbsa-asfc.gc.c
National Invoice Reception Unit/
Unite nationale de reception de fac
105 RUE MCGILL, #260-01
MONTREAL QC H2Y 2E7
CANADA

Address Enquiries to: - Adresser toutes questions à:
Poulin, Karine

Buyer Id - Id de l'acheteur
012ee

Telephone No. - N° de téléphone
(819) 790-8601 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$92,612.01

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

DRAFT - PROJET
CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en

President 2021-06-15
Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
129286076PG0001
Le Groupe Conseil Bronson Consulting Group, Inc.
6 Monkland Avenue
Ottawa
Ontario
K1S1Y9
Canada
Operating as: Bronson Consulting Group

Title - Sujet
Alteryx Software

Contract No. - N° du contrat
47419-228219/001/EE

Date

Client Reference No. - N° de référence du client
1000358219

Requisition No. - N° de la demande
47419-228219

File No. - N° de dossier
012ee.47419-228219

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
181520030 C-00047-22-04
2001 30600 75104
HST

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CBSA/ASFC
Enterprise Information Management
TOWER A
333 N RIVER RD, 2nd floor
OTTAWA ON K1A 0L8
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendors-fournisseurs@cbsa-asfc.gc.c
National Invoice Reception Unit/
Unite nationale de reception de fac
105 RUE MCGILL, #260-01
MONTREAL QC H2Y 2E7
CANADA

Address Enquiries to: - Adresser toutes questions à:
Poulin, Karine

Buyer Id - Id de l'acheteur
012ee

Telephone No. - N° de téléphone
(819) 790-8601 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$92,612.01

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

Contract No. - N° du contrat 47419-228219/001/EE	Amd. No. - N° de la modif.	Buyer ID - Id de l'acheteur 012EE
Client Ref. No. - N° de réf. du client 47419-228219	File No. - N° du dossier 012EE.47419-228219	CCC No./N° CCC - FMS No./N° VME

CONTRACT AGAINST SUPPLY ARRANGEMENT EN578-100808/339/EE FOR CANADA BORDER SERVICES AGENCY

1. GENERAL

This Contract is issued in accordance with Supply Arrangement (SA) EN578-100808/339/EE. The Terms and Conditions set out in the SA form part of this Contract.

2. CLIENT

Under the Contract, the "Client" is Canada Border Services Agency.

3. REQUIREMENT

As detailed in Table 1 - List of Deliverables

4. Authorities

(a) Contracting Authority
The Contracting Authority for the Contract is:

Name: Karine Poulin
Title: Supply Specialist
Organization: PSPC
Address: 10 rue Wellington, K1A 0H4, Gatineau, QC
Telephone: 819-790-8601
E-mail address: Karine.poulin@tpsgc-pwgsc.gc.ca

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Kaveh Afshar-Zanjani
Title: Director, Data Science
Organization: CBSA
Address: 333 North River Road
Telephone: 613-608-2244
E-mail address: Kaveh.Afshar-Zanjani@cbsa-asfc.gc.ca

(c) Client Administrative Contact

Name: Mark Boschman
Title: Contracting Officer
Organization: Canada Border Services Agency
Address: 355 North River Rd
Telephone: 343-551-6794
E-mail address: Mark.Boschman@cbsa-asfc.gc.ca

5. SPECIAL INSTRUCTIONS

The following Special Instructions form part of this Contract.

(a) the "Initial Contract Period", which will be from June 18th 2021 up to and including December 20th 2021.

6. TABLE 1 - LIST OF INITIAL DELIVERABLES

Item No.	Manufacturer's Product Name	Manufacturer's Part No.	Qty	Unit Price	Extended Price
1	Alteryx Desktop ([redacted] days) Automation	AX-119205	[redacted]	[redacted]	[redacted]
2	CA Business Insights [redacted] days)	AX-176429	[redacted]	[redacted]	[redacted]
				Sub-total	$81,957.53 CAD
Software subscription and maintenance and support period from June 18th 2021 to December 20th 2021.					

ALL OTHER TERMS AND CONDITIONS ARE PER THE SUPPLY ARRANGEMENT.

DocuSign Envelope ID: 5B74043D-E8C4-4919-AD7F-56A35D758D65

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

Title - Sujet Subscription for Google Maps API	
Contract No. - N° du contrat 47419-228803/001/EE	**Amendment No. - N° Modif** 001
Client Reference No. - N° de référence du client 47419-228803	**Date** 2021-12-16
Requisition Reference No. - N° de la demande 47419-228803	
File No. - N° de dossier 067ee.47419-228803	**CCC No./N° CCC - FMS No./N° VME**
Financial Codes **Code(s) financier(s)**	**GST/HST** **TPS/TVH**
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

CONTRACT AMENDMENT
MODIFICATION AU CONTRAT

The referenced document is hereby amended: unless otherwise indicated, all other terms and conditions of the contract remain the same.
Ce document est par la présente modifié: sauf indication contraire, les modalités du contrat demeurent les mêmes.

The Vendor/Firm hereby accepts/acknowledges this amendment.
Le fournisseur/entrepreneur accepte la présente modification/en accusé réception

DocuSigned by:
Chief Legal Officer
05365E3E8A474BC...
Signature Date 12/20/2021 | 3:31 PM PST
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Return signed copy forthwith
Prière de retourner une copie dûment signée immédiatement

Comments - Commentaires

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
CBSA/ASFC
PRODUCTION ASSURANCE
333 NORTH RIVER ROAD, TO, 4th floor
OTTAWA ON K1A 0L8
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendors-fournisseurs@cbsa-asfc.gc.c
National Invoice Reception Unit/
Unité nationale de réception de fac
105 RUE MCGILL, #260-01
MONTRÉAL QC H2Y 2E7
CANADA

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
793315334PG0001
SADA SYSTEMS CANADA INC.
181 Bay Street, Suite 800
Toronto
Ontario
M5J2T9
Canada
Operating as: SADA

Address Enquiries to: - Adresser toutes questions à: Pignat, Michael	**Buyer Id - Id de l'acheteur** 067ee
Telephone No. - N° de téléphone (873) 354-4163 ( )	**FAX No. - N° de FAX** ( ) -
Increase (Decrease) - Augmentation (Diminution) $0.00	
Revised estimated cost **Coût révisé estimatif** $374,270.00	**Currency Type - Genre de devise** USD

For the Minister - Pour le Ministre
Pignat, Michael
Digitally signed by: Pignat, Michael
DN: CN = Pignat, Michael C = CA O = GC OU = PWGSC-TPSGC
Date: 2021.12.16 14:26:11 -05'00'

Canada

CSA - Released under the Access to Information Act
ASC - Divulgué en vertu de la Loi sur l'accès à l'information.

AMENDMENT 001

This amendment is raised to:

1. Update the Limitation of Expenditure of the contract.

1) At section 3. Limitation of Expenditure,

DELETE:

1. Canada's total liability to the Contractor under the Contract must not exceed **$374,270.00 USD**. Customs duties are included and Applicable Taxes are extra.

INSERT:

1. Canada's total liability to the Contractor under the Contract must not exceed **$331,212.00 USD**. Customs duties are included and Applicable Taxes are extra.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

SHARED SERVICES CANADA

Call-Up against a Standing Offer Amendment

WTD Elevated Call-Up - Category 10.0N NMSO E60EJ-11000C

Contract No.	2BH199192	Date	December 22, 2021
Purchase Order No.	N/A	IT Pro No.	68971
Client Reference No.	1000371435; 19214716	D.D.P.	Destination
Amendment No.	001		
GST/HST	See herein	Duty	See herein

Purchasing Office	Shared Services Canada 180 Kent Street, 13th Floor Ottawa, Ontario K1P 0B5	
Vendor/Firm **Your standing offer referred to herein is hereby accepted as follows**: You are required to supply the goods and/or services shown below at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up.	PBN	887218329PG0001
	Name	Nisha Technologies Inc.
	Postal Address	2150 Thurston Dr. Suite 202 Ottawa, ON K1G 5T9
Delivery	Department	CBSA - ASFC
	Address	2215 Gladwin Crescent Loading Dock C Ottawa, ON K1B 4K9
	Contact	Brad Evans Tel: 613-946-4304
Invoicing	Address/Email	vendors-fournisseurs@cbsa-asfc.gc.ca
	Contact	UNRF - NIRU ASFC – CBSA Tel : 613-954-6370
Address Enquiries to	Name	Jackie Nelson
	Email	Jacquelin.nelson@ssc-spc.gc.ca
	Telephone No.	613-462-8594
Increase (Decrease)	$2,608.61	
Revised Estimated Cost	$113,329.40	CAD
For the Minister In accordance with my authority as the Departmental Representative delegated through the Financial Administration Act accept this offer and approve these Articles of Agreement as a formal contract.	Nelson, Jacquelin Signature	Digitally signed by Nelson, Jacquelin DN: C=CA, O=GC, OU=SSC-SPC, CN="Nelson, Jacquelin" Reason: I am the author of this document Location: your signing location here Date: 2021.12.22 09:45:49-05'00' Foxit PDF Editor Version: 11.1.0 Date

Andy Muzar

Andy Muzar, Director
December 22, 2021

[illegible] under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

AMENDMENT NO. 001

This call-up amendment is raised to add VPro.

Modification 001:

On page 1 of the Contract, Estimated Cost:

Delete: $110,720.79

Insert: $113,329.40

Modification 002

Annex B - List of Deliverables and Prices is amended as follows:

Delete in its entirety and replace with:

Part #	Description (Category 10.0N)	Qty	Unit Price	Discounted Price (5%)	Ext Price with Discount
210-AYYC	Dell Precision 7760 System: Precision 7760, Dell, RAM: 16GB, 2X8G, DDR4 3200MHz non-ECC, Dell, 370-AFXR Storage: M.2 2280 256GB, Gen 3 PCIe x4 NVMe, SSD, Dell, 400-BKTV Screen: 17.3 inch IPS FHD, 1920x1080, 60Hz, Anti-Glare, Non-Touch, 100% DCIP3, 500 Nits, IR Cam/Mic, WLAN, Dell, 391-BGBJ Discrete Video: RTX A3000 w/6 GB GDDR6, NVIDIA, 490-BGQR Keyboard: Single Pointing Backlit Keyboard, US English with 10 Key Numeric Keypad, Dell, 583-BIEY Operating System: Windows 10 Pro 64 English, French, Spanish, Microsoft, 619-AHKN	[redacted]	[redacted]	[redacted]	[redacted]
379-BELQ	CPU: Upgrade to Core i9-11950H, Intel	[redacted]	[redacted]	[redacted]	[redacted]
370-AFXS	Upgrade to 32GB, 2x16GB, DDR4 3200MHz non-ECC, Dell	[redacted]	[redacted]	[redacted]	[redacted]
PN4	Upgrade to 4-year ProSupport NBD On-Site Warranty (including 3-year Battery Warranty),	[redacted]	[redacted]	[redacted]	[redacted]
631-ACYR	vPro Enabled - Non-NMSO Item	[redacted]	[redacted]	[redacted]	[redacted]
346-BEVD	Full Security - FP Reader, Contacted and Contactless SC Reader, NFC, ControlVault 2.0	[redacted]	[redacted]	[redacted]	[redacted]
	SubTotal				[redacted]
	TAX (13%)				[redacted]
	TOTAL				[redacted]

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
129286076PG0001
Le Groupe Conseil Bronson Consulting Group, Inc.
586 windermere ave
Ottawa
Ontario
K2A2W5
Canada
Operating as: Bronson Consulting Group

Title - Sujet
Alteryx Software

Contract No. - N° du contrat
47419-231316/001/EE

Date
2021-12-15

Client Reference No. - N° de référence du client
1000381316

Requisition No. - N° de la demande
47419-231316

File No. - N° de dossier
012ee.47419-231316

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
CC: 1815200030
FA: 30100
FN: 2001

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CBSA/ASFC
Enterprise Information Management
TOWER A
333 N RIVER RD, 2nd floor
OTTAWA ON K1A 0L8
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendors-fournisseurs@cbsa-asfc.gc.c
National Invoice Reception Unit/
Unité nationale de réception de fac
105 RUE MCGILL, #260-01
MONTRÉAL QC H2Y 2E7
CANADA

Address Enquiries to: - Adresser toutes questions à:
Poulin, Karine

Buyer Id - Id de l'acheteur
012ee

Telephone No. - N° de téléphone
(819) 790-8601 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$272,231.69

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

DRAFT - PROJET
CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accusé réception.

Signature Martin McGarry President Date 15 DEC 2021
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
129286076PG0001
Le Groupe Conseil Bronson Consulting Group, Inc.
586 windermere ave
Ottawa
Ontario
K2A2W5
Canada
Operating as: Bronson Consulting Group

Title - Sujet
Alteryx Software

Contract No. - N° du contrat
47419-231316/001/EE

Date

Client Reference No. - N° de référence du client
1000381316

Requisition No. - N° de la demande
47419-231316

File No. - N° de dossier
012ee.47419-231316

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
CC: 1815200030
FA: 30100
FN: 2001

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
Included - Inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CBSA/ASFC
Enterprise Information Management
TOWER A
333 N RIVER RD, 2nd floor
OTTAWA ON K1A 0L8
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Vendors-fournisseurs@cbsa-asfc.gc.c
National Invoice Reception Unit/
Unité nationale de réception de fac
105 RUE MCGILL, #260-01
MONTRÉAL QC H2Y 2E7
CANADA

Address Enquiries to: - Adresser toutes questions à:
Poulin, Karine

Buyer Id - Id de l'acheteur
012ee

Telephone No. - N° de téléphone
(819) 790-8601 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$272,231.69

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

CONTRACT AGAINST SUPPLY ARRANGEMENT EN578-100808/339/EE FOR CANADA BORDER SERVICES AGENCY

1. GENERAL

This Contract is issued in accordance with Supply Arrangement (SA) EN578-100808/339/EE. The Terms and Conditions set out in the SA form part of this Contract.

2. CLIENT

Under the Contract, the "Client" is Canada Border Services Agency.

3. REQUIREMENT

As detailed in Table 1 - List of Deliverables

4. AUTHORITIES

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name:	Karine Poulin
Title:	Supply Specialist
Organization:	PSPC
Address:	10 rue Wellington, K1A 0H4, Gatineau, QC
Telephone:	819-790-8601
E-mail address:	Karine.poulin@tpsgc-pwgsc.gc.ca

(b) Technical Authority

The Technical Authority for the Contract is:

Name:	Sandy Kyriakatos
Title:	DG, Chief Data Office
Organization:	Canada Border Services Agency
Address:	333 North River Road, Ottawa, ON, K1A 0L8
Telephone:	343-551-2689
E-mail address:	sandy.kyriakatos@cbsa-asfc.gc.ca

(c) Client Administrative Contact

The Client Administrative Authority for the Contract is:

Name:	Yuqiao Hu
Title:	Procurement Officer
Organization:	Canada Border Services Agency
Address:	355 North River Road, Ottawa, ON, K1A 0L8
Telephone:	343-551-8763
E-mail address:	yuqiao.hu@cbsa-asfc.gc.ca

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la Loi sur l'Accès à l'information.

5. PRICE CERTIFICATION

The Contractor certifies that the price quoted:

(a) is not in excess of the lowest price charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both;

(b) does not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of goods, services or both of like quality and quantity; and

(c) does not include any provision for discounts to selling agents.

6. DISCRETIONARY AUDIT

The following are subject to government audit before or after payment is made:

(a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.

(b) The accuracy of the Contractor's time recording system.

(c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).

(d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a price certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7. SPECIAL INSTRUCTIONS

The following Special Instructions form part of this Contract.

(a) the "Initial Contract Period", which will be from December 21st 2021 up to and including December 20th 2022.

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

8. TABLE 1 - LIST OF INITIAL DELIVERABLES

Item No.	Manufacturer's Product Name	Manufacturer's Part No.	Qty.	Unit Price	Extended Price
1	Alteryx Designer Licenses	AX-100072			
2	Alteryx Service License	AX-121216			
3	Alteryx Sandbox Service Licenses	AX-100095			
4	Alteryx Desktop Automation Licenses	AX-119205			
				Sub-total	$240,913.00 CAD
				Tax:	$31,318.69
				Total:	$272,231.69
Software subscription and maintenance and support period from December 21st 2021 to December 20th 2022					

ALL OTHER TERMS AND CONDITIONS ARE PER THE SUPPLY ARRANGEMENT.

[illegible] - Disclosed under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Resource and Data Management Division / Division de la gestion des ressources et des données
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
898695804PG0001
Advanced Chippewa Technologies Inc.
802 Nesbitt Place
Ottawa
Ontario
K2C0K1
Canada
Operating as: ACT inc

Title - Sujet
Tableau Creator Subscription

Contract No. - N° du contrat 47419-233081/001/XL	**Date** 2022-01-28
Client Reference No. - N° de référence du client 47419-233081	
Requisition No. - N° de la demande 47419-233081	
File No. - N° de dossier 145xl.47419-233081	**CCC No./N° CCC - FMS No./N° VME**
Financial Code(s) **Code(s) financier(s)** 085020011040077127 181520030	**GST/HST** **TPS/TVH**
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à: Tremblay, Dominic	**Buyer Id - Id de l'acheteur** 145xl
Telephone No. - N° de téléphone (343) 575-5243 ( )	**FAX No. - N° de FAX** ( ) -
Total Estimated Cost - Coût total estimatif $306,591.60	**Currency Type - Devise** CAD

For the Minister - Pour le Ministre

Canada

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la Loi sur l'accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Resource and Data Management Division / Division de la gestion des ressources et des données
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Québec
K1A 0S5

DRAFT - PROJET
CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
898695804PG0001
Advanced Chippewa Technologies Inc.
802 Nesbitt Place
Ottawa
Ontario
K2C0K1
Canada
Operating as: ACT inc

Title - Sujet
Tableau Creator Subscription

Contract No. - N° du contrat
47419-233081/001/XL

Date

Client Reference No. - N° de référence du client
47419-233081

Requisition No. - N° de la demande
47419-233081

File No. - N° de dossier
145xl.47419-233081

CCC No./N° CCC - FMS No./N° VME

Financial Code(s) Code(s) financier(s)
085020011040077127
181520030

GST/HST TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Tremblay, Dominic

Buyer Id - Id de l'acheteur
145xl

Telephone No. - N° de téléphone
(343) 575-5243 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$306,591.60

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

CONTRACT AGAINST SUPPLY ARRANGEMENT EN578-100808/229/EE FOR Canada Border Services Agency

1. GENERAL

This Contract is issued in accordance with Supply Arrangement (SA) EN578-100808/229/EE. The Terms and Conditions set out in the SA form part of this Contract.

2. CLIENT

Under the Contract, the "Client" is the Canada Border Services Agency.

3. REQUIREMENT

As detailed in Section 8 - Table 1 - List of Deliverables

4. SECURITY REQUIREMENTS

Not Applicable

5. AUTHORITIES

a. PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Dominic Tremblay
Public Works and Government Services Canada
Science and Software Systems Procurement Directorate
Les Terrasses de la Chaudière
10 Wellington
Gatineau, Quebec
K1A 0S5

Telephone: 343-575-5243
Email: dominic.tremblay@tpsgc-pwgsc.gc.ca

b. Technical Authority

The Client Technical Authority for the Contract is: Sandy Kyriakatos

Canada Border Services Agency
Tower A
333 North River rd, 2nd floor
Ottawa, ON
K1A 0L8
Canada

Telephone: (343) 551-2689
E-mail: Sandy.Kyriakatos@cbsa-asfc.gc.ca

c. Invoicing

The invoicing for the Contract is:

National Invoice Reception Unit
105 rd MCGILL, #260-01
Montréal QC
H2Y 2E7
Canada

E-mail: Vendors-fournisseurs@cbsa-asfc.gc.ca

6. OPTION TO EXTEND CONTRACT

As detailed in the referenced SA.

7. SPECIAL INSTRUCTIONS

The "Initial Contract Period", will be from January 30, 2022 up to and including January 29, 2023.

THE REST OF THIS PAGE IS LEFT INTENTIALLY BLANK

8. List of Deliverables

Table 1 – List of Deliverables

Item	Manufacturer's Product Name (Per SLSA Catalogue)	Manufacturer's Part No. (Per SLSA Catalogue)	Period (Software Maintenance, Support, subscription or other Period, if applicable)	Qty	Extended Price
1	Tableau Creator Subscription	TAB-Creator-SUB	January 30, 2022 up to and including January 29, 2023	[redacted]	[redacted]
5	Tableau Viewer Subscription	TAB-VIEWER-SUB	January 30, 2022 up to and including January 29, 2023	[redacted]	[redacted]
20	Tableau DB Management Subscription	TAB-DB-MGT-SUB	January 30, 2022 up to and including January 29, 2023	[redacted]	[redacted]
23	Tableau Server Management Subscription	TAB-SV-MGT-SUB	January 30, 2022 up to and including January 29, 2023	[redacted]	[redacted]
33	Tableau Premium Support	TAB-PREMIUM-SUB-T1	January 30, 2022 up to and including January 29, 2023	[redacted]	[redacted]
				SUB-TOTAL CAD	$271,320.00
				APPLICABLE TAXES – GST/HST	$35,271.60
				TOTAL CAD	$306,591.60

ALL OTHER TERMS AND CONDITIONS ARE PER THE SUPPLY ARRANGEMENT.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Services Procurement-Instruments Management Division/Approvisionnements de services-Gestion des instruments
Terrasses de la Chaudière 5th Floor
10 Wellington Street
Gatineau
Quebec
K1A 0S5

CONTRACT - CONTRAT

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
131585366PG0003
BDO CANADA LLP
180 Kent Street
Suite 1700
Ottawa
Ontario
K1P0B6
Canada

Title - Sujet
TSPS-Business Consulting-Stream 2&3

Contract No. - N° du contrat 47419-218907/001/ZQ	**Date** 2020-09-11

Client Reference No. - N° de référence du client
1000348907

Requisition No. - N° de la demande
47419-218907

File No. - N° de dossier 020zq.47419-218907	**CCC No./N° CCC - FMS No./N° VME**

Financial Code(s)
Code(s) financier(s)
B329A, G/L 74425
cost center 192070000

GST/HST
TPS/TVH
☐
☐

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à: St-Louis, Robin	**Buyer Id - Id de l'acheteur** 020zq
Telephone No. - N° de téléphone (613) 858-6185 ( )	**FAX No. - N° de FAX** ( ) -
Total Estimated Cost - Coût total estimatif $14,746,500.00	**Currency Type - Devise** CAD

For the Minister - Pour le Ministre

Canada

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la Loi sur l'Accès à l'information.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

7.1.1 Optional Goods or Services, or both

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Additional Resources Process

1. The Project Authority will provide the Contractor with the request via email to acquire additional resource(s).
2. The request to acquire additional resource(s) will contain details such as, the number of required additional resource(s), the preferred start date and a description of the major tasks to be performed.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the qualifications and experience of the proposed additional resource(s). Each additional resource(s) will be assessed against the flexible grid criteria and point rated criteria as applicable, at Appendix 1 of the Statement of Work in Annex A. If the required number of additional resource(s) cannot be fully met by the Contractor, the required resources will be procured using another method of procurement.

7.1.3 Task Authorization

A. Work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
4. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex E Task Authorization Form. An authorized TA is a completed Annex E signed by the TA Authority.

C. TA Authority and Limit

The Project Authority may authorize individual TAs, inclusive of any revisions, the sole applicable Contract basis of payment of which is Limitation of Expenditure up to a limit of $400,000.00 Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit, or any revisions to any previously authorized TA the applicable Contract basis of payment of which is firm lot price must be authorized by the Contracting Authority before issuance to the Contractor.

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs not being exceeded.

E. TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex E Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
  - the details of the activities or revised activities to be performed;
  - a description of the deliverables or revised deliverables to be submitted; and
  - a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- the Contract security requirements applicable to the task or revised task;
- the Contract basis (bases) of payment applicable to the task or revised task; and
- the Contract method(s) of payment applicable to the task or revised task;

F. Within 5 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B; and
3. for each resource proposed by the Contractor for the performance of the Work required:

   the name of the proposed resource;
   the resume of the proposed resource; and
   a demonstration that the proposed resource meets:
   the Contract security requirements.

G. TA Authorization

1. The TA Authority will authorize the TA based on:

   - the request submitted to the Contractor pursuant to paragraph F of this clause;
   - the Contractor's response received, submitted pursuant to paragraph F of this clause; and
   - the agreed total estimated cost for performing the task or, as applicable, revised task.

H. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs); and "Minimum Contract Value" means a fixed amount of $5,000.00.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph I.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

I. Periodic Usage Reports - Contracts with TAs

1. The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:

- the TA revision number;
- the date the revision to the task was authorized;
- the authorized increase or decrease (Applicable Taxes extra);
- the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced;
- the total amount paid, Applicable Taxes included;
- the start and completion date of the task (as last revised, as applicable); and
- the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs, as last amended;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

J. Administration of the TA Process – Canada Border Services Agency

The administration of the TA process will be carried out by CBSA. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines /standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.3 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex F, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

7.3 Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: Common-PS-SRCL #19

7.3.1 The following security requirement (SRCL and related clauses provided by the Contract Security Program apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of Secret, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Reliability Status, Confidential** or **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor/Offeror must not remove any protected/classified information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor/Offeror must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex
    b. Industrial Security Manual (Latest Edition)

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from September 11, 2020 to September 10, 2023.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:
Name: Robin St-Louis
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington Street, 5th Floor
Phone: 613-858-6185
E-mail address: robin.st-louis@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:
Name: Diane Daly
Title: Senior Officer
Canada Border Services Agency
Phone: 343-291-6461
E-mail address: diane.daly@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:
Name: [redacted]
BDO Canada LLP
Phone: [redacted]
E-mail address: cgallo@bdo.ca

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Authorized TA

Firm Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm lot price specified in the authorized TA, determined in accordance with the basis of payment in Annex A. Customs duties are included and applicable taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work specified in the authorized TA, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work specified in the authorized TA.

TA subject to a Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex A to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

(a) when it is 75 percent committed, or

(b) four (4) months before the final delivery date specified in the authorized TA, or

(c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.2 Canada's Total Liability

A. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of $13,050,000.00. Customs duties are included and the applicable taxes are extra.

B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

C. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the Contract expiry date, or
3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure contract clause 7.6.1, TA subject to a Limitation of Expenditure],

whichever comes first.

D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.3 Method of Payment

The following methods of payment will form part of the authorized TA

Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b. all such documents have been verified by Canada;

c. the Work delivered has been accepted by Canada.

Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

b. all such documents have been verified by Canada;

c. the Work performed has been accepted by Canada.

7.6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department

7.6.5 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

a. Direct Deposit (Domestic and International);

7.6.6 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

   Each invoice must be supported by:

   a. a copy of time sheets to support the time claimed;

   b. a copy of the release document and any other documents as specified in the Contract;

   c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

   d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

   a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
   OR

   b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.8 Certifications and Additional Information

7.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the Federal Contractors Program (FCP) for employment equity

"FCP Limited Eligibility to Bid List" available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

(a) the Articles of Agreement;
(b) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;
(d) Annex A, Statement of Work;
(e) Annex B, Basis of Payment;
(f) Annex C, Security Requirements Check List;
(g) Annex D, Insurance Requirements;
(h) the signed Task Authorizations (including all of its annexes, if any); and
(i) the Contractor's bid dated July 21, 2020.

7.11 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.12 No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure of government offices or there are enhanced measures to restrict access to government premises and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.
If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

ANNEX A, STATEMENT OF WORK

1.0 Title: Business, Leadership and Change Management Professional Services for Canada Border Services Agency - National Capital Region (NCR)

2.0 Objective

The Information, Science and Technology Branch (ISTB) of the Canada Border Services Agency (CBSA) requires a variety of business consulting, risk management and project leader professional resource services. These professional services must facilitate Government of Canada business processes, strategic planning requirements, change management initiatives and benefits management opportunities to be integrated into ISTB's business and strategic planning requirements.

The purpose of these services is to augment capacity in the planning and execution of departmental Information Management/Information Technology (IM/IT) initiatives managed by the Information, Science and Technology Branch (ISTB) team on an as and when required basis. The specific work involves providing key support, knowledge, recommendations and strategic planning for senior leadership for new and ever evolving business requirements.

These professional services are required to provide expert level advice, support and thought leadership in specific programs interdepartmentally and with other stakeholders accountable for IM/IT initiatives. This includes, but is not limited to, implementation suggestions, identification of road maps for way forward, expertise/guidance on evolving mandates and risk initiatives, provide resource capacity measurement, business case development, project guidance, change management to support CBSA's renewal and professional services on critical business requirements on an as and when required basis. This will ensure a third party independent view required to provide feedback, monitoring and expertise/recommendations to ensure the strategic component of projects and business initiatives progresses as required.

3.0 Background

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications.

ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives. Currently, CBSA, including CBSA is going through an agency wide reorganization. This requires extensive business and project management expertise. As the development of the branch begins, work on a client support model is just beginning. The evolution of this branch includes developing a new reorganization and change management model to be integrated with other divisions in the agency.

Working with various partners, e.g. Treasury Board Secretariat (TBS), Canada Revenue Agency CRA, and SSC, CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on time, on budget and in accordance with objectives. CBSA is seeking business professional services on an as and when required basis to provide critical key support for these initiatives.

4.0 Scope of the Work

The Contractor must provide risk management and business consulting professional services on an as and when required basis in the National Capital Region (NCR) as initiated through Task Authorizations. Projects may be in any of the following stages: inception, identification, in the midst of work, proof of concept, pilot, or delivery using traditional and agile methodologies.

The Requirement is for Business Consulting with experience in Government of Canada policies and directives, project management methodologies, processes and relevant frameworks. Business process re-engineering will move manual processes for each project to more standardized risk-based processes and project alignment. Identification, development and implementation of new frameworks, policies, standards and other business best practices will be required.

ISTB would like to integrate benefits management into its project management practices through frameworks, strategies and processes as appropriate. Benefits management is a practice used to track and manage the benefits identified through the delivery of projects, by defining the program and operational key performance indicators (KPI's), understanding and standardizing the data that drives the KPIs, learning from their evaluation and then optimizing the organization through change. The professional services required under this contract will include, but not be limited to the support and delivery of the changes required to enable the management of benefits in ISTB's project management environment including the monitoring of benefits.

The following resources are required for this contract.

Stream 2 – Business Consulting/Change Management Stream

2.1 – Business Analyst – Senior
2.3 – Business Consultant – Senior
2.8 – Business Architect - Senior

Stream 3 – Project Management Services Stream

3.2 – Project Manager - Senior
3.3 – Project Leader/Executive – Senior
3.6 – Risk Management Specialist – Senior

5.0 Tasks

The Contractor must provide support for business consulting, change management and project executive professional services on an as and when required basis as initiated through Task Authorizations (TAs).

Tasks will include, but not be limited to the following:

Business Analyst

The required services may include, but are not limited to the following:

- Advising Senior Management on a range of issues affecting the organization's ability to achieve the project's business objectives
- Identifying opportunities for organizational improvement
- Assisting in the prioritization and assignment of organizational improvements
- Developing and/or implementing an organizational improvement plan, business plan, policies and standards

[illegible] - Released under the Access to Information Act
[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information.

- Making recommendations and providing advice for improvements and assisting in developing solutions, scenarios and implementing recommendations
- Preparing and presenting findings, 30and other relevant matters
- Collecting and analyzing information and presenting findings on complex issues, carrying out or coordinating research as required and preparing reports
- Identifying and researching best practices
- Processing problems into solutions or new opportunities/initiatives
- Analyzing, advising on, and implementing business processes, strategies and functions
- Advising on business decisions
- Preparing and advising on contracts structure and enforcement
- Leading and managing various business systems and process improvements (for example, initiating redesign to promote increased efficiencies and reduce overall costs, implementing improvements to automation of process)
- Recognizing market factors and adapting business decisions to the context of the organization's sector and industry
- Implementing and advising on measures to mitigate risk
- Facilitating **Joint Application Development (JAD)** session and acting as facilitator during workshops
- Translating the business requirements into System/Functional requirements
- Analyzing and documenting the business requirements and delivering work products through the life cycle
- Assessing the organization's capacity/capability to undertake and successfully deliver t an initiative or a change
- Consulting stakeholders (individually or by means of facilitating group sessions) to identify comprehensive business requirements
- Documenting business requirements for all stakeholders
- Providing support in analyzing, evaluating and controlling risks, especially related to requirements
- Managing the implementation of an organizational improvement plan to identify, analyze, plan, track and control organizational improvements on a continuous basis; and
- Performing Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis when producing a business case to determine whether further investment in a project is warranted.

Business Consultant

The required services may include, but are not limited to the following:

- Specifying the organization's objectives, developing policies, standards and plans to achieve objectives
- Advising Senior Management on a range of issues affecting the organization's ability to achieve the business objectives
- Identifying opportunities for, assisting in the prioritization of, and assignment of organizational improvement
- Developing and/or managing the implementation of an organizational improvement plan to identify, analyze, plan, track and control organizational improvements on a continuous basis
- Making recommendations and providing advice for improvements and assisting in developing solutions and implementing recommendations
- Collecting and analyzing information and presenting findings on complex issues, carrying out or coordinating research as required and preparing reports
- Defining and producing business requirement document
- Coaching on business
- Assisting stakeholders with understanding their strategic goals

- Analyzing stakeholder's business objectives and recommending and developing solutions to address their business problem
- Implementing and evaluating cross-functional decisions that will enable an organization to achieve its objectives
- Assessing the organization's capacity/capability to undertake and successfully deliver an initiative or a change
- Defining, developing and implementing business strategies and plans
- Examining the link between the goals of the organization and how the work is performed to achieve those objectives at strategic and operational levels
- Processing problems into solutions or new opportunities/initiatives, identifying and researching best practices
- Performing Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis; and
- Developing Mission and Vision statements.

Business Architect

The required services may include, but are not limited to the following:

- Developing policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of data, human resources, communication facilities and management responsibilities
- Conducting an assessment of the project's business architecture, process and performances
- Recommending changes to improve operational performance
- Ensuring consistency and integration with the organization's and government architectures and business strategies
- Evaluating the feasibility of the architecture and technologies related to a business change
- Developing principles of operation and concept of operations
- Identifying risks associated with the architecture and technologies and recommending risk mitigation
- Advising Senior Management on trends and emerging technologies and their impact on the organization's and government architectures and business strategies
- Recommending alternative solutions, methodologies and strategies
- Assisting in the prioritization and assignment of architectural improvements
- Managing the development and implementation of an architectural improvement plan; and
- Coaching, mentoring and training the organization on business architecture.

Project Manager

The required services may include, but are not limited to the following:

- Planning and coordinating project management activities including financial, planning and contracting aspects
- Planning and organizing a project management office
- Giving briefings on progress and concerns of project
- Coordinating and preparing documentation in response to scheduled and unscheduled reports, returns and observations to update management on project progress
- Planning and coordinating the activities of project personnel, internal customers, contractors and other support providers
- Preparing formal work breakdown structure and compliance charts
- Producing draft plans and sections for incorporation into the Project Implementation Plan

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

- Preparing draft evaluation plans, criteria and evaluation schedules
- Developing, planning, analyzing, evaluating and prioritizing deliverables and requirements
- Defining and documenting development team objectives

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

- Making recommendations and providing advice for improvements and assisting in developing solutions and implementing recommendations (for example policy development and standards development)
- Preparing and presenting findings, status and other relevant matters
- Overseeing the development of a Project Business Case (for example business planning and program review)
- Managing Program changes in accordance with the change management process
- Motivating the team to ensure commitment to the program's objectives specifying the general requirements of the project
- Developing project alternatives and identifying their administrative, economic, and technical feasibility and practicality associated policy and organizational change requirements
- Planning, directing, and controlling the activities of a project team within scheduled time and cost parameters
- Producing overall project plans and obtaining approval of preliminary analysis
- Updating and providing briefings to upper management on progress and concerns of the project.

Risk Management Specialist

The required services may include, but are not limited to the following:

- Conducting risk assessments and evaluating potential risk and losses
- Identifying project and procurement risks
- Reviewing and auditing claims
- Recommending alternative solutions, methodologies and strategies for risk mitigation and management
- Assisting in prioritization and assignment of risks
- Assisting in the development and/or implementation of Risk Management Plans
- Developing and managing the implementation of Risk Management Plans (safety programs) to identify, analyze, plan, track, evaluate and control project risks on a continuous basis throughout the project life cycle
- Coaching, mentoring and training project teams in risk mitigation techniques
- Developing and implementing business continuity plans
- Developing crisis and emergency communication and/or management planning strategies
- Reviewing the organization's insurance and risk management programs and making recommendations regarding coverage improvements, administration, loss control and financing mechanisms
- Providing leadership and support to the design, implementation and evaluation of clients products/services performance measures, risk management and risk mitigation strategies
- Documenting process improvements
- Preparing reports for internal or external publication (Corporate Services, Policy, Communications)
- Liaising with and interviewing stakeholders, as required, to obtain, clarify and exchange information, in-order to co-ordinate and manage the Risk Assessment Process
- Identifying, confirming and documenting the risk tolerance for the process, project, program, or strategic risk and using this tolerance to guide all analysis, assessment and recommendations undertaken or produced
- Identifying, confirming and documenting the objectives and priorities specific to the process, project, program or strategic direction being assessed, feasibility studies
- Identifying relevant risks and opportunities (including, but not limited to, economic, political, operational, legal, reputation, technical, organizational, accounting, banking and social risks) that threaten the objectives and priorities

- Utilizing both quantitative and qualitative techniques, as appropriate, to assess the likelihood that a risk event will occur; and/or the impact if the risk event occurs
- Recommending a ranked-order for risks and opportunities identified
- Recommending and documenting suggested Risk Responses necessary to manage the likelihood and/or impact of the identified risks
- Performing Control Risk Assessments and analysis, which may include statistical sampling and analysis of existing controls
- Assisting with the on-going monitoring of risk and assisting with the implementation of risk response/mitigation strategies
- Preparing draft and finalized risk assessments, briefing notes, presentations and papers related to risk management, and developing and updating risk management plans; and
- Providing advice with respect to risk management best practices and providing guidance and direction to assist in managing risk.

5.1 Common Tasks for All Work Streams

Other common tasks may include, but are not limited to the following:

- Define scope and metrics for dashboards and scorecards
- Support the design, build, and operationalization of dashboards and scorecards and also consider ability to automate by leveraging existing and new technologies
- Support engagement with other sectors and peers as to dashboard requirements
- Design processes to ensure the sustainability and evolution of dashboards and other management tools
- Develop a performance management framework and define associated standards and tools

And in addition for all categories the tasks will include, but not be limited to the following:

- Planning and coordinating project management activities including planning/coordination/guidance and process aspects;
- Working with a variety of stakeholders, provide expert best practice advice/solutions for PMSL projects;
- Provision of documentation such as Statement of Requirements (SOR), project plans, feasibility reports, schedules, project management plans, risk management plans and lessons learned;
- Formulating and managing the project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing project progress against milestones, and engaging ongoing risk management;
- Developing and maintaining systems for the management and control of requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;
- Support of the Project Authority to oversee initiatives within CCSD and on various IM/IT initiatives;
- Support of the Project Authority to oversee the change management process for requirements;
- Provide monthly project progress reports;
- Conducting stakeholder meetings; and
- Working with project teams and other stakeholders, manage the requirements on projects.

On an as- and when-required basis, the key activities to be performed within any work stream may include:

1. Reviewing strategic documents and making necessary adjustments to target pain points and reduce barriers and challenges;

2. Identifying potential changes in the technology service delivery environment, including partnership opportunities both within and outside ISTB;
3. Researching relevant organizations to identify leading practices and lessons learned related to modern border management;
4. Developing appropriate strategies, plans, recommendations, considerations, and tools and templates to improve service delivery;
5. Reviewing and aligning the necessary governance, processes, and procedures for effective service delivery – such as providing alignment to CBSA/ISTB Priorities, Integrated Business Plan (IBP), Investment Technology Plan (ITP),CBSA Operational Plan and DPR's.
6. Develop governance processes
7. Developing a roadmap for the future and documenting high-level implementation considerations and timeframe; and
8. Providing analysis and advice in the execution of activities.

6.0 Deliverables

The Contractor must provide the following deliverables as specified in the Task Authorization issued, which can include, but are not limited to:

- Benefits management strategy
- Benefits management performance monitoring strategy
- Cost Optimization Report
- End User Device Rationalization Implementation Plan
- Benefits management implementation plan
- TBS submissions
- Directives, templates, tools and other document necessary to perform benefits management
- Training and training material
- Senior Executive Reporting (such as Dashboards)/Scorecards
- Funding Tracking – Management Reports (Projects, funding and programs)
- Capacity planning report
- Risk assessment report
- Pilot and pilot report
- Completed templates/tools to be used as example
- Presentations and/or other communication products
- Guidance, advice and knowledge transfer reports and papers
- Significant accomplishments Report showing all activities completed during the previous period.
- Planned Activities Report showing all activities planned for the next period.
- Unplanned Activities showing all activities completed which were not planned for the period.
- Risks, Issues and Mitigation Report identifying all risks and issues, with probability of occurrence, impact, and measures applied to mitigate the risks.
- Monthly status report
- Business Cases
- Treasury Board Submissions
- Outcomes / Benefit Management Plans
- Independent Third Party Reviews
- Organizational Project Management Capacity Assessments
- Logic Model
- Performance Measurement Strategies

Project **gating deliverables** should adhere to the following standards:
https://www.canada.ca/en/treasury-board-secretariat/services/information-technology-project-management/project-management/guide-project-gating-it-enabled-projects.html

NOTE: Project Reviews should be in accordance with the TBS Handbook on Project Management Reviews at:
https://www.canada.ca/en/treasury-board-secretariat/services/information-technology-project-management/project-management/independent-reviewers-handbook.html

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) or Adobe PDF as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite or Adobe PDF latest version. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval and signature (as required).

7.0 Client Support

The Client will provide all documentation and information necessary for the Work.

8.0 Language Requirements

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

9.0 Work Location

The Contractor's resources will be required to work onsite at CBSA site offices or offsite in the National Capital Region (NCR), which will be identified in the Task Authorization.

CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified databases or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From September 11, 2020 to September 10, 2023)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows.

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
Contract Period 1: From September 11, 2020 to September 10, 2021		
1a	2.1 Business Analyst - Senior	
1b	2.4 Business Consultant – Senior	
1c	2.8 Business Architect – Senior	
1d	3.2 Project Manager - Senior	
1e	3.3 Project Leader/Executive - Senior	
1f	3.6 Risk Management Specialist - Senior	

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
Contract Period 2: From September 11, 2021 to September 10, 2022		
2a	2.1 Business Analyst - Senior	
2b	2.4 Business Consultant – Senior	
2c	2.8 Business Architect – Senior	
2d	3.2 Project Manager - Senior	
2e	3.3 Project Leader/Executive - Senior	
2f	3.6 Risk Management Specialist - Senior	

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
Contract Period 3: From September 11, 2022 to September 10, 2023		
3a	2.1 Business Analyst - Senior	
3b	2.4 Business Consultant – Senior	
3c	2.8 Business Architect – Senior	
3d	3.2 Project Manager - Senior	
3e	3.3 Project Leader/Executive - Senior	
3f	3.6 Risk Management Specialist - Senior	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

Total Estimated Cost of Professional Fees: $13,050,000.00

B- Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Period (From _____ to _______)

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
4	**Option Period 1: From expiry of Contract Period 3 to one year later**	
4a	2.1 Business Analyst - Senior	
4b	2.4 Business Consultant – Senior	
4c	2.8 Business Architect – Senior	
4d	3.2 Project Manager - Senior	
4e	3.3 Project Leader/Executive - Senior	
4f	3.6 Risk Management Specialist - Senior	

	TSPS Stream and Category	All-Inclusive Firm Per Diem Rate (In CAD $)
5	**Option Period 2: From expiry of Option Period 1 to one year later**	
5a	2.1 Business Analyst - Senior	
5b	2.4 Business Consultant – Senior	
5c	2.8 Business Architect – Senior	
5d	3.2 Project Manager - Senior	
5e	3.3 Project Leader/Executive - Senior	
5f	3.6 Risk Management Specialist - Senior	

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

[illegible] - Released under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

ANNEX C, SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?
☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☑	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ______________________________

NOTE : If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

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Government of Canada   Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000 348907
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Tony Utano		Title - Titre Executive Director	Signature
Telephone No. - N° de téléphone 613-958-4710	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel antonio.utano@cbsa-asfc.gc.ca	Date January 14, 2020

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Kavita Maharaj		Title - Titre Security Advisor	Signature MAHARAJ KAVITA
Telephone No. - N° de téléphone 604-830-7764	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kavita.Maharaj@cbsa.gc.ca	Date January 21, 2020

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature StLouis, Robin
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.02 15:38:31 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

ANNEX D, INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

2.The Commercial General Liability policy must include the following:

a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
g. Employees and, if applicable, Volunteers must be included as Additional Insured.
h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
l. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice

234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

3.The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

4.If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

5.The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX E, TASK AUTHORIZATION FORM

Contract Number	At STEP 1 a: enter the PWGSC resulting contract number
Task Authorization (TA) Number	Instructions to the TA Authority: Enter the number here.
Contractor's Name and Address	
Instructions to the TA Authority: Enter the name and address here.	
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:	$__________ Instructions to the TA Authority: Enter the amount here.
TA Revisions Previously Authorized	
Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter $0.00. Add rows, as needed	
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
New TA Revision	
Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter $0.00.	
TA Revision Number: __________ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) $__________ Instructions to the TA Authority: Enter the amount here, as applicable.
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	$__________ Instructions to the TA Authority: Enter the amount here, as applicable.
Contract Security Requirements (as applicable)	
This task includes security requirements. At STEP 1 a): check the applicable boxes. ☐ No ☐ Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract. Remarks: At STEP 1 a), 2a) or 3. enter the remarks, if any, or enter : "N/A".	
Required Work Instructions to the TA Authority: The content of sections A, B, C and D below must be in accordance with the Contract. To view the instructions for Section A, click on the hyperlink.	

SECTION A – Task Description of the Work Required Instructions for Section A

SECTION B – Applicable Basis of Payment Instructions for Section B

SECTION C - Cost Breakdown of Task Instructions for Section C

SECTION D- Applicable Method of Payment Instructions for Section D

Authorization - Authorization

By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de TPSGC ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name of Project Authority - Nom du chargé de projet ______________________________

Signature ______________________________ Date ____________________

Name of PWGSC Contracting Authority -
Nom de l'autorité contractante de TPSGC ______________________________

Signature ______________________________ Date ____________________

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

____

Signature ______________________________ Date ____________________

ANNEX F, NON-DISCLOSURE AGREEMENT

I, ___________ , recognize that in the course of my work as an employee or subcontractor of ___________ , I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _______ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and ________ , including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: ____________________

____

Signature

____

Date

Purchasing Office – Bureau des achats:

Shared Services Canada | Services partagés Canada
Procurement and Vendor Relationships | Acquisitions et relations avec les fournisseurs
180 Kent St. | 180, rue Kent
13th Floor | 13e étage
Ottawa, Ontario, K1P 0B6

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

Title - Sujet
Bluink Software License, Maintenance & Support for CBSA

Contract No. - N° de contrat
K10203

Date
Sep 16, 2020

Client Reference No. - N° de référence du client
1000354393

Requisition No. – N° de la demande
R71018

Purchase Order No. - N° de commande

Financial Codes
Code(s) financier(s)

GST/HST
TPS/TVH ☑

D.D.P. - R.D.A.
Destination

GST/HST – TPS/TVH
Included - Inclus

Duty – Droits
Included - Inclus

Delivery Address:
355 North River Road, Vanier Tower B
Ottawa, ON K1A 0L8

Delivery Contact:
Antonio Utano Utano
antonio.utano@cbsa-asfc.gc.ca 613-858-4710

Invoicing Address :
Meagan Leclair
meagan.leclair@cbsa-asfc.gc.ca

Invoicing Contact:
Antonio Utano Utano
antonio.utano@cbsa-asfc.gc.ca 613-858-4710

Address Enquiries to: - Adresser toutes questions à:
Tony Phan tony.phan@canada.ca

Buyer Id – Id de l'acheteur
CAQ

Telephone No. – N° de telephone
613-219-4471

FAX No. – N° de FAX
N/A

Estimated Cost - Coût révisé estimatif
$ 39,988.44

Currency – Devise
CAD

For the Minister – Pour le Ministre
In accordance with my authority as the Departmental Representative delegated through the Financial Administration Act accept this offer and approve these Articles of Agreement as a formal contract.

Signature

Digitally signed by Phan, Tony
Date: 2020.09.16 08:59:24 -04'00'

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception

16/09/20

Sign
Date

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

PBN: 848860912PG0001PG0001
Bluink Ltd.
18 Louisa St, Suite 230
Ottawa, ON K1R 6Y6

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
833722929PG0007
Adirondack Information Management Inc., Amita Corporation, Artemp Personnel Services Inc., The AIM Group Inc.,in JOINT VENTURE
126 - 130 Albert Street
Ottawa
Ontario
K1P5G4
Canada
Operating as: Adirondack Information Management Inc.

Title - Sujet
Workstream 2 : Business Stream

Contract No. - N° du contrat
47060-197627/002/EL

Date
2020-12-15

Client Reference No. - N° de référence du client
1000337627

Requisition No. - N° de la demande
47060-197627

File No. - N° de dossier
641el.47060-197627

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
1950-400-00

GST/HST
TPS/TVH
☐

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY (CBSA)
330 North River Road, Ontario, K1A 0L8

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
Canada Border Service Agency
vendors-fournisseurs@cbsa-asfc.gc.ca

Address Enquiries to: - Adresser toutes questions à:
Michaud(el div.), Daniel

Buyer Id - Id de l'acheteur
641el

Telephone No. - N° de téléphone
(613) 858-8483 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$3,150,000.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

ATIA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la loi sur l'Accès à l'information.

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List of Annexes to the Resulting Contract:

Annex A - Statement of Work

- Appendix A to Annex A - Tasking Assessment Procedure
- Appendix B to Annex A - Task Authorization (TA) Form
- Appendix C to Annex A - Resources Assessment Criteria and Response Table
- Appendix D to Annex A - Certifications at the TA stage

Annex B – Basis of Payment
Annex C - Security Requirements Check List

1.0 Requirement

(a) Adirondack in Joint Venture with Amita Corporation, Artemp Personnel Services, The AIM Group Inc. (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2.0 Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

(i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

(i) Canada will use a rotational method to allocate the draft Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.

(ii) Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.

(iii) The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

(iv) If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada will send the draft TA to the contractor with the next greatest balance remaining of allocation funding.

(v) The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(vi) Once the Task Authorization is issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization, including any applicable options under that TA (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.

(vii) When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with $2M, $1M and $750,000 in funding for Task Authorizations respectively, and $200,000 is added to the first contract, then $100,000 will be added to the second contract and $75,000 will be added to the third).

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the categories of resources and the number required;

(D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(E) the start and completion dates;

(F) milestone dates for deliverables and payments (if applicable);

(G) the number of person-days of effort required;

(H) whether the work requires on-site activities and the location;

(I) the language profile of the resources required;

(J) the level of security clearance required of resources;

(K) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be

determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(L) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within five (5) working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by:

a. the Technical Authority; and

b. a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA.

(ii) for any TA with a value greater than this amount, a TA must be signed by:

a. the Technical Authority;

b. a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA; and

c. the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended)

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended) :

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3.0 Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

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ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4.0 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

5.0 Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of Secret, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Secret** as required, granted or approved by CISD/PWGSC
3. The Contractor must not remove any protected/classified information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
5. The Contractor must comply with the provisions of the:

    (i) Security Requirements Check List and security guide (if applicable), attached at Annex C; and

    (ii) Industrial Security Manual (Latest Edition)

6. ADDITIONAL SECURITY REQUIREMENT:

    (i) The Canada Border Services Agency will conduct its own personnel Reliability Status assessment on the recommended Contractor and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard, irrespective of whether such assessment has already been conducted under any such policies. The Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).
    (ii) For each proposed resource, the recommended Contractor must submit a completed signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf) upon request of the Contracting Authority prior to Contract Award.
    (iii) Until the credit check and all other security screening processes required by this Request for Proposal have been completed and the recommended Contractor and its personnel is considered suitable by the CBSA, no contract will be awarded and the recommended Contractor (specifically the Contractor personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

(iv) In the event the recommended Contractor (specifically the Contractor personnel) does not pass the security screening process required by the CBSA, the said Contractor's proposal will be considered non-responsive and the next ranked bidder will be contacted. If only one bid was obtained and the proposed bidder does not meet the security requirement, then, the contracting officer will determine the next steps in order to ensure all requirements are met

(v) Contractor personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information\assets are kept.

6.0 Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two (2) years later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional two (2) year** period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7.0 Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel Michaud
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Informatics and Telecommunications Systems Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: (613) 858-8483
E-mail address: daniel.michaud@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Jeff Carr
Title: Executive director, Data Strategy

Directorate: Chief Data Office, Strategic Policy Branch, CBSA
Address: 333 North River Road, Ottawa, ON, K1A 0L8
Telephone: 613 290 5069
E-mail address: jeff.carr@cbsa-asfc.gc.ca

In his absence, the Technical Authority for the Contract is:

Name: Bogdan Buduru
Title: A/Manager, Analytics Programs Management Unit
Directorate: Chief Data Office, Strategic Policy Branch, CBSA
Address: 333 North River Road, Ottawa, ON, K1A 0L8
Telephone: 343 553 1881
E-mail address: bogdan.buduru@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority

(c) Contractor's Representative

Tel:)
Email:

8.0 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9.0 Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iv) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(v) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

[To be determined]

(i) Visa Acquisition Card;

(ii) MasterCard Acquisition Card;

(iii) Direct Deposit (Domestic and International);

(iv) Electronic Data Interchange (EDI);

(v) Wire Transfer (International Only);

(vi) Large Value Transfer System (LVTS) (Over $25M)

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

10.0 Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

11.0 Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12.0 Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13.0 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14.0 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;

(d) Annex A, Statement of Work – Annex A including its Appendices as follows;

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated September 25th, 2020.

15.0 Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16.0 Insurance Requirements

(a) Compliance with Insurance Requirements

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17.0 Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18.0 Joint Venture Contractor

The Contractor confirms that the name of the joint venture is Adirondack Information Management Inc., Amita Corporation, Artemp Personnel Services Inc., The AIM Group Inc. in Joint Venture.

(a) and that it is comprised of the following members:

1. Amita Corporation
2. Artemp Personnel Services Inc.
3. The AIM Group Inc

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i) **Jason Levesque** has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

(ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii) all payments made by Canada to the representative member will act as a release by all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

19.0 Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

20.0 Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

21.0 Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22.0 Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

23.0 Government Property

Canada agrees to supply the Contractor with the items listed at Article 5. Client Support of Annex A – Statement of Work. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

24.0 Transition Services at End of Contract Period

The Contractor agrees to execute the transition tasks identified within the Task Authorizations (if applicable) and it will make all reasonable efforts to assist Canada in the transition from the incumbent to the Contractor and from the Contractor to a new contract with another supplier.

25.0 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

26.0 Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX A

STATEMENT OF WORK

SW1 BACKGROUND

The Canada Border Service Agency (CBSA) has a mandate to provide integrated border services that support national security and public safety priorities, while facilitating the free flow of legitimate trade and travel. The Agency is committed to protecting the safety and security of Canadian communities, as well as the stability and prosperity of our economy.

In support of its mandate, the CBSA has embarked on Agency-wide modernization efforts to strengthen its management foundation and enhance its capabilities to respond effectively to the evolving border continuum. With the exponential growth of data produced by the CBSA and its partners, the CBSA is seeking opportunities to increase its Analytics footprint by fostering people, process, data and technology in order to guide strategic, operational and tactical decision-making along its business lines.

In order to support the advancements of the CBSA's Analytics investment, the Agency needs to secure an agile, connected and high-performing workforce skilled on the use of modern techniques and tools.

CBSA Information, Science and Technology Branch (ISTB) will require resources to supplement and support the staff currently in place and work on high performance, high availability, and mission critical national systems, built on the IT Environment identified in Section 4 below.

SW2 SCOPE OF WORK

Resource categories as listed below:

2.1 Business Stream Workstream 2

TBIPS Category	TBIPS Level
B.1. Business Analyst	2 and 3
B.1 Business Analyst (Data Analyst/Data Quality Analyst)	2 and 3
B.2. Business Architect	2 and 3
B.3. Business Consultant	2 and 3
B.5. Business Process Re-engineering (BPR) Consultant	3
B.11 Instructor, Information Technology	3
P.1. Change Management Consultant	3
P.5 Project Executive	3
P.9. Project Manager	2 and 3
P.12 Risk Management Specialist	3

SW3 TASKS AND DELIVERABLES

3.1 Business Stream Workstream 2

3.1.1 B.1. Business Analyst (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze functional requirements to identify information, procedures and decision flows.
2. Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
3. Define and document various user support artifacts.
4. Develop, document and provide support of data governance artefacts.
5. Elicit Business Requirements.

Additional Tasks could include but are not limited to:

6. Recommend industry trends to ensure that solutions fit with government and industry directions for technology.
7. Support in defining input / output sources, including detailed plan for technical design phase, and obtain approval of the system proposal.
8. Develop and document statements of requirements for considered alternatives.
9. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
10. Establish acceptance test criteria with client.
11. Support and use the selected departmental methodologies.
12. Interpret commercial and traveler government policy legislation and regulation.
13. Interpret immigration and enforcement government policy legislation and regulation.
14. Interpret financial government policy legislation and regulation.
15. Consult and collaborate with various stakeholders.

3.1.2 B.1. Business Analyst (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze functional requirements to identify information, procedures and decision flows.
2. Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems.
3. Define and document various user support artifacts.
4. Develop and document statements of requirements for considered alternatives.
5. Elicit Business Requirements.
6. Coach and mentor teams members and users on best practices and provide knowledge transfer.
7. Support in defining input / output sources, including detailed plan for technical design phase, and obtain approval of the system proposal.

Additional Tasks could include but are not limited to:

8. Recommend industry trends to ensure that solutions fit with government and industry directions for technology.
9. Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
10. Establish acceptance test criteria with client.
11. Support and use the selected departmental methodologies.
12. Interpret commercial and traveler government policy legislation and regulation.
13. Interpret immigration and enforcement government policy legislation and regulation.
14. Interpret financial government policy legislation and regulation.
15. Consult and collaborate with various stakeholders.
16. Develop, document and provide support of data governance artefacts.

3.1.3 B.1. Business Analyst (Data Analyst/Data Quality Analyst) (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Consult and collaborate with the business to define/develop and document statements of data requirements.
2. Develop, build and maintain queries and/or write programs/scripts to extract and compile data from SQL repositories to merge and analyze data from various sources in order to conduct an analysis.
3. Develop, build and maintain queries and/or write programs/scripts to extract and compile data in a hybrid cloud computing environment.
4. Perform data quality analysis and testing by matching or comparing data to appropriate data sources, validating accuracy, identifying, analyzing and investigating root causes to data issues or problems.
5. Interpret, analyze data results using statistical techniques and develop data visualization presentations to present findings.

Additional Tasks could include but are not limited to:

6. Research opportunities for data acquisition and new uses for exiting data by interpreting data for validity to the business and its appropriateness to meet the needs and requirements of the client.
7. Develop and create data reports to provide management with supporting material to aid in fact based decision making.
8. Define uses of data and translate into data diagrams, requirements documents, technical design and actionable project plans.
9. Develop, create and produce comprehensive ad hoc and regular reports in response to data requests from clients.
10. Define and document metadata for business values; defining, developing and documenting business rules and definitions of data attributes/elements, including and not limited to the development and updating of data dictionary.
11. Perform data profiling of existing data and source-to-target mapping in order to ensure data integrity and quality.
12. Establish and generate data quality metrics to support reporting, monitoring and dashboard requirements.
13. Develop and maintain comprehensive end user documentation and reference materials/guides in the data repository and ensure it is current and accurate including initiating appropriate updates of definitions.

14. Develop and maintain effective working relationships with the business to discuss and resolve issues, understand current state and business processes, identify future needs and opportunities to fully support business data needs.
15. Participate in projects, forums and working groups varying in scope and complexity including the development of work plans and completing progress reports.

3.1.4 B.1. Business Analyst (Data Analyst/Data Quality Analyst) (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Consult and collaborate with the business to define/develop and document statements of data requirements.
2. Develop, build and maintain queries and/or write programs/scripts to extract and compile data from SQL repositories to merge and analyze data from various sources in order to conduct an analysis.
3. Develop, build and maintain queries and/or write programs/scripts to extract and compile data in a hybrid cloud computing environment.
4. Perform data quality analysis and testing by matching or comparing data to appropriate data sources, validating accuracy, identifying, analyzing and investigating root causes to data issues or problems.
5. Interpret, analyze data results using statistical techniques and develop data visualization presentations to present findings.
6. Analyze and mine data to identify patterns, trends, anomalies and correlations among the various data points.
7. Define and document metadata for business values; defining, developing and documenting business rules and definitions of data attributes/elements, including and not limited to the development and updating of data dictionary.

Additional Tasks could include but are not limited to:

8. Research opportunities for data acquisition and new uses for exiting data by interpreting data for validity to the business and its appropriateness to meet the needs and requirements of the client.
9. Develop and create data reports to provide management with supporting material to aid in fact based decision making.
10. Define uses of data and translate into data diagrams, requirements documents, technical design and actionable project plans.
11. Develop, create and produce comprehensive ad hoc and regular reports in response to data requests from clients.
12. Perform data profiling of existing data and source-to-target mapping in order to ensure data integrity and quality.
13. Establish and generate data quality metrics to support reporting, monitoring and dashboard requirements.
14. Provide client education and end user support by identifying training needs, participating in developing and delivering training/information sessions to increase client awareness and understanding of data and data extraction mining tools.
15. Develop and maintain comprehensive end user documentation and reference materials/guides in the data repository and ensure it is current and accurate including initiating appropriate updates of definitions.
16. Develop and maintain effective working relationships with the business to discuss and resolve issues, understand current state and business processes, identify future needs and opportunities to fully support business data needs.

17. Participate in projects, forums and working groups varying in scope and complexity including the development of work plans and completing progress reports.

3.1.5 B.2. Business Architect (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities.
2. Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate.
3. Conduct an assessment of the organizations current project's business architecture, process and performances.

Additional Tasks could include but are not limited to:

4. Recommend changes to improve operational performance.
5. Ensure consistency and integration with the organization's and government architectures and business strategies.
6. Evaluate the feasibility of the architecture and technologies related to a business change;
7. Identify risks associated with the architecture and technologies and recommending risk mitigation.
8. Advise Senior Management on trends and emerging technologies and their impact on the organization's architectures and business strategies.
9. Manage the development and implementation of an architectural improvement plan
10. Define standard common business vocabulary.
11. Develop high level integrated designs to meet requirements to align with enterprise strategy.

3.1.6 B.2. Business Architect (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop policies and rules that allow an organization to carry out its mandate and functional responsibilities, and that govern the organization's actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities.
2. Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the organization's mandate.
3. Conduct an assessment of the organizations current project's business architecture, process and performances.
4. Advise Senior Management on trends and emerging technologies and their impact on the organization's architectures and business strategies.

Additional Tasks could include but are not limited to:

5. Recommend changes to improve operational performance.
6. Ensure consistency and integration with the organization's and government architectures and business strategies.
7. Evaluate the feasibility of the architecture and technologies related to a business change;

8. Identify risks associated with the architecture and technologies and recommending risk mitigation.
9. Manage the development and implementation of an architectural improvement plan
10. Define standard common business vocabulary.
11. Develop high level integrated designs to meet requirements to align with enterprise strategy.

3.1.7 B.3. Business Consultant (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze, evaluate, develop business processes (financial, operational, systems, etc.).
2. Identify organizational and/or project business opportunities for improvement and streamlining of business processes.
3. Perform business analyses of functional requirements to identify information, procedures, and decision flows.

Additional Tasks could include but are not limited to:

4. Identify and evaluate critical success parameters, factors and performance measurements.
5. Assist stakeholders in development and implementation of business improvement processes and programs.
6. Develop and document statements of requirements for considered alternatives.
7. Prepare briefings, position papers, presentations and other documentation upon request and maintain accurate and complete records of decisions for all stages of the Project.
8. Organize and oversee weekly project team meetings, as well as facilitating status review meetings among project teams' members.

3.1.8 B.3. Business Consultant (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze, evaluate, develop business processes (financial, operational, systems, etc.).
2. Identify organizational and/or project business opportunities for improvement and streamlining of business processes.
3. Perform business analyses of functional requirements to identify information, procedures, and decision flows.
4. Identify and evaluate critical success parameters, factors and performance measurements.
5. Assist stakeholders in development and implementation of business improvement processes and programs.
6. Prepare briefings, position papers, presentations and other documentation upon request and maintain accurate and complete records of decisions for all stages of the Project.
7. Organize and oversee weekly project team meetings, as well as facilitating status review meetings among project teams' members.

Additional Tasks could include but are not limited to:

8. Develop and document statements of requirements for considered alternatives.

3.1.9 B.5. Business Process Re-engineering (BPR) Consultant (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Analyze business functional requirements to identify information, procedures and decision flows.
2. Identify candidate processes for re-design; prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes.
3. Provide expert advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.
4. Prepare a detailed statements of requirements on data analytics and business intelligence.
5. Provide expert advice on and/or assist in implementing new processes and organizational changes.

Additional Tasks could include but are not limited to:

6. Review existing work processes and organizational structure.
7. Provide expert advice in developing and integrating process and information models between processes to eliminate information and process redundancies.
8. Document workflows.
9. Use business, workflow and organizational modeling software tools.
10. Develop, document and provide support of data governance artefacts.
11. Document and describe existing organizational practices and procedures related to the business intelligence and data analytics.
12. Analyze and develop GC Information Management Policies.

3.1.10 B.11 Instructor, Information Technology (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop a training strategy that can be applied to the Business Intelligence environment.
2. Create a training program roadmap for the Business Intelligence program delivery, including and not limited to a catalogue of required training materials.

Additional Tasks could include but are not limited to:

3. Assess the relevant characteristics of a target audience.
4. Provide recommendations on different roles of a target audience.
5. Assess the relevant training program material required to define the transition of the training program from current Cognos software version to the next software version.
6. Develop a transition plan to transition the training program from the current Cognos software version to the next software version.
7. Develop a catalogue of training materials required to be developed.
8. Develop the training program course material.
9. Prepare end-users for implementation of courseware materials in a Business Intelligence environment.
10. Conduct knowledge sharing sessions to employees.
11. Conduct training courses.
12. Communicate effectively by visual, oral, and written form with individuals, small groups, and in front of large audiences.
13. Prepare work plan updates and status reports.

3.1.11 P.1. Change Management Consultant (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Evaluate the enterprise's business/Information and Communications Technology (ICT) architecture, determine its consistency and integration with the organization's business/ICT strategies, assess the degree of its alignment with Treasury Board CIO Business Transformation Enablement Program (BTEP) and Federated Architecture Program (FAP) and recommend changes to the business/ICT architecture to improve its alignment with these external factors.
2. Identify future business/ICT requirements against the current enterprise architecture, perform gaps analyses, develop Requirements for Technology Architectures (RTA), and prepare migration strategies.
3. Assess the feasibility of migrating from the current state to the target business architecture and enabling technologies and identify the risks associated with migrating to the target business architecture and technologies and make recommendations for risk mitigation.
4. Provide advice and guidance on implementing the CBSA IM/IT Strategic Plan and Implementation Roadmap that includes the multi-year transformation journey to realize the vision and describes the key phases of transformation and major initiatives on the journey path aligned with Program Branch priorities.

Additional Tasks could include but are not limited to:

5. Identify business and technology trends that create opportunities for business improvement, advise business and Senior Executives on trends and emerging technologies and the impact on the organization's and government Information and Communications Technology (ICT) architectures and business strategies, model "What if" scenarios and recommend appropriate changes to the existing architecture and infrastructure, and recommend alternative solutions, methodologies and strategies.
6. Produce an architectural evolution plan, recommend prioritization of architecture evolution initiatives, and develop and/or implement an architecture evolution plan.
7. Manage the development and implementation of an architectural improvement plan.
8. Coach, mentor and train the organization to perform any of the above.
9. Modernize and develop new agency systems and capabilities to meet current and future business needs via strong management practices including financial and human resources.

3.1.12 P.5 Project Executive (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Define and confirm the objectives for the project, determine budgetary requirements, the composition, roles and responsibilities and terms of reference for the project team.
2. Develop and/or review Project Charters, Business Cases, detailed project plans, Memorandums to Cabinet, and/or Treasury Board submissions.
3. Lead the development of briefings, solutions and status reports for presentation to executive management.
4. Develop and deliver presentations to senior management and stakeholder groups as required, including the preparation of plans, charts, tables and diagrams to assist in analyzing or displaying problems.

5. Provide leadership and oversight for the design activities, including usage of deliverables necessary to satisfy the methodology, including, but not limited to:

   - Strategic Business Objectives and Critical Success factors.
   - Definition of business competencies, capabilities, value drivers, outcomes and measures.
   - Definition of target business model, operating model, and target service model.
   - Definition and development of strategy and value components such as strategy maps, competency maps, value maps, value clusters, goal chains and value chain diagrams.
   - Identification and analysis of pain points, pain clusters and pain chains.

6. Provide advice to ensure business strategies are developed and implemented; project schedules are developed, maintained and respected; risks and issues are managed; and change request procedures are followed.
7. Manage scope, context and business requirements, working with departmental leads and key clients.

Additional Tasks could include but are not limited to:

8. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
9. Oversee and provide guidance to several Project Managers, each responsible for an element of the project and its associated project team.
10. Provide Requirements Management and Project Control throughout the project.
11. Provide guidance and recommendations for the design, development, test, and implementation.
12. Meet with other organizational executives to ensure all internal and external stakeholders are committed and moving forward on project and organizational goals.
13. Manage internal and external stakeholder relations.
14. Lead working groups and consultations and obtain consensus and reach decisions with respect to recommendations and strategic options pertaining to the project.
15. Provide expert solution and business transformation leadership for the project with all stakeholders.
16. Ensure compliance with portfolio-wide standards for architecture, engineering and business transformation.
17. Support release planning from an architecture perspective, including requirements, and associated planning and execution of work to support identified requirements.
18. Provide solution and transformation alignment leadership from a project planning perspective.
19. Support the development of the transformation roadmap and transition plan.
20. Report progress of the project on an ongoing basis and at scheduled points in the life cycle.
21. Review and comment on all project deliverables from Initiation to project completion.
22. Provide project oversight during the development, implementation and operations start-up to ensure that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
23. Ability to deliver projects in an AGILE approach.

3.1.13 P.9. Project Manager (Level 2)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
2. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools.
3. Maintain process improvement, communication and change management throughout the full lifecycle of the project delivery.

Additional Tasks could include but are not limited to:

4. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
5. Define and document the objectives for the project.
6. Report progress of the project on an ongoing basis and at scheduled points in the life cycle.
7. Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved.
8. Develop presentations and reports to communicate progress of projects within the assigned portfolio.

3.1.14 P.9. Project Manager (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Manage the project during the development, implementation and operations startup by ensuring that resources are made available and that the project is developed and is fully operational within previously agreed time, cost and performance parameters.
2. Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools.
3. Maintain process improvement, communication and change management throughout the full lifecycle of the project delivery.
4. Manage risk and issue logs in support of project communications management.
5. Formulate statements of problems; establishes procedures for the development and implementation of significant, new or modified project elements to solve these problems, and obtains approval thereof.
6. Report progress of the project on an ongoing basis and at scheduled points in the life cycle.
7. Develop presentations and reports to communicate progress of projects within the assigned portfolio.

Additional Tasks could include but are not limited to:

8. Define and document the objectives for the project.
9. Meets in conference with stakeholders and other project managers and states problems in a form capable of being solved.

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10. Coach, and mentor teams' members and users on best practices and provide knowledge transfer.

3.1.15 P.12 Risk Management Specialist (Level 3)

Responsibilities include all of the following Baseline Tasks along with any combination of the following Additional Tasks, without limitation:

Baseline Tasks:

1. Develop and manage the implementation of Risk Management Plans to identify, analyze, plan, track, evaluate and control project risks on a continuous basis throughout the project life cycle.
2. Conduct risk assessments and evaluate potential risk and losses.
3. Identify project and procurement risks.
4. Recommend alternative solutions, methodologies and strategies for risk mitigation and management.
5. Assist in the development and/or implementation of Risk Management Plans.
6. Assist in prioritization and assignment of risks.
7. Identify, confirm and document the risk tolerance for the process, project, program, or strategic risk and using this tolerance to guide all analysis, assessment and recommendations undertaken or produced.
8. Identify relevant risks and opportunities (including, but not limited to, economic, political, operational, legal, reputation, technical, organizational, accounting, banking and social risks) that threaten the objectives and priorities.

Additional Tasks could include but are not limited to:

9. Coach, mentor and train project teams in risk mitigation techniques.
10. Develop and implement business continuity plans.
11. Provide leadership and support to the design, implementation and evaluation of clients products/services performance measures, risk management and risk mitigation strategies.
12. Liaise with and interview stakeholders, as required, to obtain, clarify and exchange information, in-order to co-ordinate and manage the Risk Assessment Process.
13. Assist with the on-going monitoring of risk and assist with the implementation of risk response and mitigation strategies.
14. Recommend and document suggested Risk Responses necessary to manage the likelihood and/or impact of the identified risks.
15. Prepare draft and finalized risk assessments, briefing notes, presentations and papers related to risk management, and develop and update risk management plans.

SW4 OVERALL CBSA TECHNICAL ENVIRONMENT

1. IBM DB2 on UNIX
2. IBM PureData
3. IBM InfoSphere Information Governance Catalog
4. IBM Information Server for Data Integration
5. IBM InfoSphere Information Server for Data Quality
6. IBM InfoSphere DataStage
7. IBM InfoSphere Change Data Capture
8. IBM InfoSphere QualityStage
9. IBM InfoSphere FastTrack
10. InfoSphere Business Glossary Anywhere

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11. IBM InfoSphere Information Analyzer
12. IBM InfoSphere Metadata Workbench
13. IBM InfoSphere Data Architect
14. IBM InfoSphere Information Services Director
15. IBM InfoSphere DataStage and QualityStage Designer
16. IBM SPSS
17. IBM SPSS Modeler Server
18. IBM Cognos Framework Manager
19. IBM Cognos Business Intelligence Transformer
20. IBM Cognos Administration
21. IBM Cognos PowerPlay Studio
22. IBM Cognos Software Development Kit
23. SQL
24. Sybase
25. XML
26. R
27. Python
28. ArcGIS
29. Tableau
30. PowerBI
31. Hadoop
32. Spark
33. Stream processing (Kafka, AWS Kinesis, Azure Event Hub)
34. MS Office
35. Cognos v10
36. Cognos v11+
37. Microsoft Azure cloud
38. Amazon Web Services cloud

SW5 GOVERNMENT FURNISHED EQUIPMENT/INFORMATION

5.1 The CBSA Data Management team will provide an appropriate workspace with access to the appropriate tools for the resources to carry out the expectations set out in this SOW.

5.2 The Contractor will be provided with a CBSA user ID, password, workstation or laptop, email address, and other materials (supporting documentation) as required in order to process, store, and/or transmit CBSA data on the CBSA network during the contract. The use of contractor IT systems is not permitted.

SW6 ACCEPTANCE CRITERIA

All work and services are to be provided to the entire satisfaction and approval of the Project Authority.

SW7 DELIVERABLES

The Contractor will provide various reports, plans, analysis and other related documents as specified in the applicable Task Authorization.

SW8 CONSTRAINTS

At no time and in no way is CBSA data to be removed from CBSA sites, nor will access to or from the contractor's IT systems through the use of a session (e.g VPN) be permitted.

The contractor must comply with CBSA internal security policies, directives, standards, and guidelines at all times during the contract.

SW9 REPORTING REQUIREMENTS

Timesheets are to be provided on a monthly depicting hours worked on a daily basis.

SW10 WORK LOCATION

All work will be performed in the National Capital Region on-site at CBSA offices.

The current Primary Office location is 333 North River Rd Ottawa, Ontario.

Appendix A – Glossary

Acronym or Term	Definition
Architecture and Data Model	An abstract model that organizes elements of data and standardizes how they relate to one another and to properties of the real world entities.
Business Cases	A presentation or a proposal to an authority by an organization seeking funding, approval, or both for an activity, initiative, or project. A business case puts a proposed investment decision into a strategic context and provides the information necessary to make an informed decision about whether to proceed with the investment and in what form.
Business Intelligence	The strategies and technologies used by enterprises for the data analysis of business information. BI technologies provide historical, current and predictive views of business operations.
Business Process Reengineering	A business management strategy focusing on the analysis and design of workflows and business processes within an organization.
Business Transformation Enablement Program	A set of tools which have been developed to provide an integrated approach for strategic management and alignment, and business transformation.
Cloud First	Adoption strategy in which cloud is the preferred option for delivering IT services and public cloud is the preferred option for cloud deployment.
Complex SQL	Is the use of SQL queries which go beyond the standard SQL of using the SELECT and WHERE commands. Complex SQL often involves using complex joins and sub-queries, where queries are nested in WHERE clauses. Complex queries frequently involve heavy use of AND and OR clauses.
Critical Success Factors	A management term for an element that is necessary for an organization or project to achieve its mission.
Data Analytics	The process of examining data sets in order to draw conclusions about the information they contain.
Data Policy	A set of measurable rules for a set of data elements, in the context of an organizational scope, for the benefit of a business process, irrespective of where the data is stored and the party that provides the data.
Data Base Management System	A software package designed to define, manipulate, retrieve and manage data in a database.
Enterprise Data Warehouse	An Enterprise Data Warehouse (EDW) is a collection of corporate information and data derived from operational systems and external data sources. An EDW is designed to support business decisions by allowing data consolidation, analysis and reporting at different aggregate levels
Federated Architecture Program	A pattern in enterprise architecture that allows interoperability and information sharing between semi-autonomous de-centrally organized lines of business (LOBs), information technology systems and applications.
GC Information Management Policies	Government of Canada's policy to achieve efficient and effective information management to support program and service delivery; foster informed decision making, facilitate accountability transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.
Highly Scalable	is the capability to add more capacity when required to handle the increased workload

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Information and Communications Technology	A term for information technology (IT) which stresses the role of unified communications[1] and the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise software, middleware, storage, and audio-visual systems, which enable users to access, store, transmit, and manipulate information.
Logical Data Model	Is the description of the data in as much detail as possible, without regard to how they will be physical implemented in the database.
Memorandum to Cabinet	A minister's vehicle for proposing and explaining a proposed measure to the Cabinet and for obtaining its approval.
Project Charters	A statement of the scope, objectives, and participants in a project. It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.
Project Controls	The data gathering, data management and analytical processes used to predict, understand and constructively influence the time and cost outcomes of a project or program; through the communication of information in formats that assist effective management and decision making.
Requirements Management	The process of documenting, analyzing, tracing, prioritizing and agreeing on requirements and then controlling change and communicating to relevant stakeholders.
Risk Assessment Process	The process of assessing risks and their inherent risk associated with a particular project scope and its expected benefits.
Risk Management Plans	The document which is prepared to foresee risks, estimate impacts, and define responses.
Risk Responses	The process of documenting for each risk, a risk response in the risk register. Aiming to eliminating the risk, lowing the probability of risk occurrence and lowering the impact of the risk on the project objectives.
Strategic Business Objectives	Goals deemed most important to the current and future health of an organization.
Technology Architecture	The process of development of methodical information technology specifications, models and guidelines, using a variety of Information Technology notations, for example UML, within a coherent Information Technology architecture framework, following formal and informal Information Technology solution, enterprise, and infrastructure architecture processes.
World Customs Organization	The World Customs Organization (WCO), established in 1952 as the Customs Co-operation Council (CCC) is an independent intergovernmental body whose mission is to enhance the effectiveness and efficiency of Customs administrations. http://www.wcoomd.org/

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APPENDIX A TO ANNEX A
TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(SEE DOCUMENT ATTACHED)

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

(SEE DOCUMENT ATTACHED)

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

________________________________ ________________

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

________________________________ ________________

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

________________________________ ________________

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

______________________________________ ________________

Print name of authorized individual & sign above Date

5. NON-DISCLOSURE AGREEMENT

I, ______________________ (name of proposed resource), recognize that in the course of my work as an employee or subcontractor of __________________ (name of contractor), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. ______________ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Canada Border Services Agency, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: ________________.

______________________________________ ________________

Print name of proposed resource & sign above Date

ANNEX B
BASIS OF PAYMENT

1. Professional Services

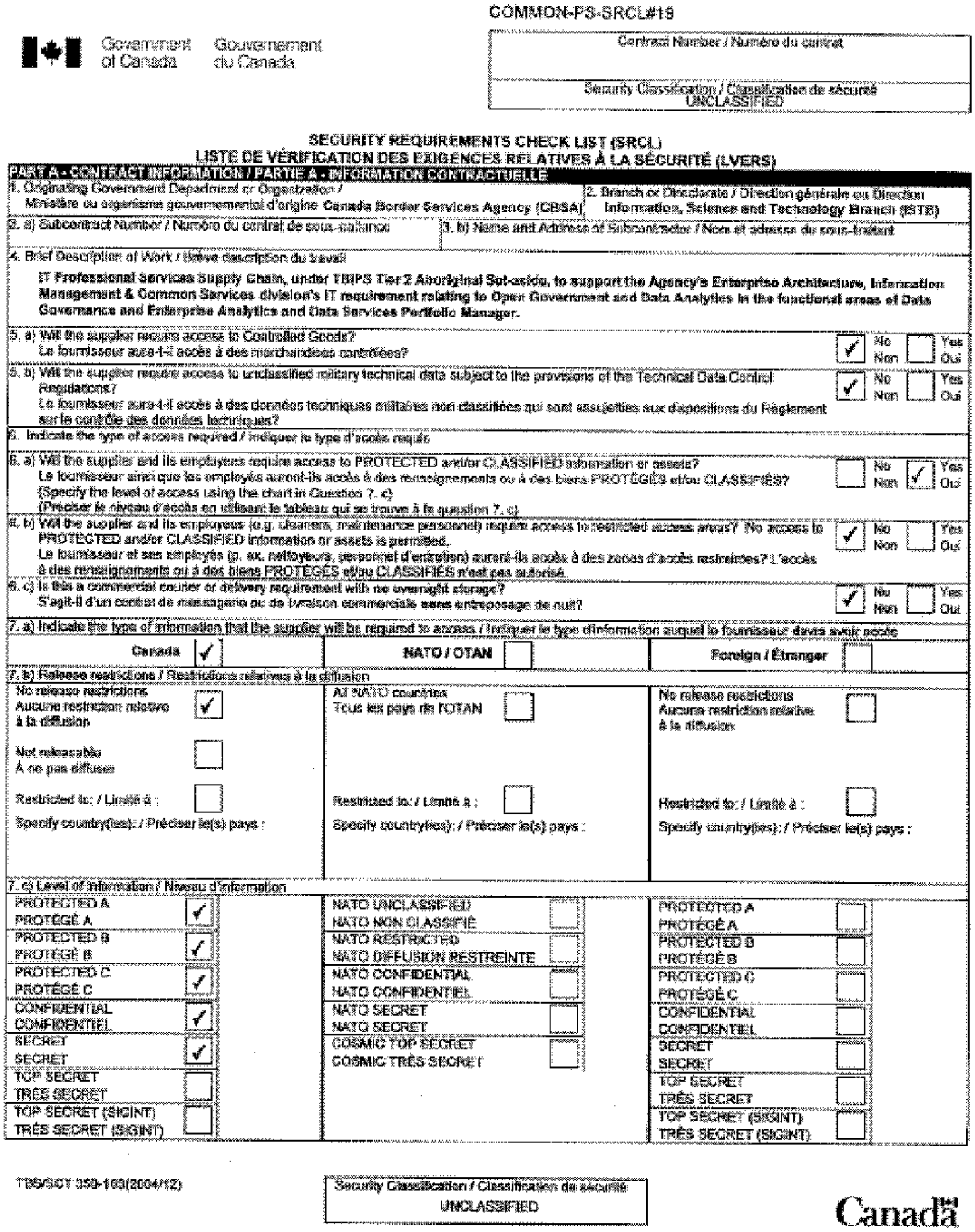
In accordance with the Contract, the Contractor will be paid the following firm all-inclusive per diem rates for work performed pursuant to this Contract, Applicable Taxes extra.

INITIAL CONTRACT PERIOD (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B.1 - Business Analyst	2	[redacted]
B.1 - Business Analyst	3	[redacted]
B.1. - Business Analyst (Data Analyst/Data Quality Analyst)	2	[redacted]
B.1 - Business Analyst (Data Analyst/Data Quality Analyst)	3	[redacted]
B.2. Business Architect	2	[redacted]
B.2 - Business Architect	3	[redacted]
B.3 - Business Consultant	2	[redacted]
B.3 - Business Consultant	3	[redacted]
B.5 - Business Process Re-engineering (BPR) Consultant	3	[redacted]
B.11 - Instructor, Information Technology	3	[redacted]
P.1 - Change Management Consultant	3	[redacted]
P.5 - Project Executive	3	[redacted]
P.9 - Project Manager	2	[redacted]
P.9 - Project Manager	3	[redacted]
P.12 - Risk Management Specialist	3	[redacted]

OPTION YEAR 1 (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B.1 - Business Analyst	2	[redacted]
B.1 - Business Analyst	3	[redacted]
B.1. - Business Analyst (Data Analyst/Data Quality Analyst)	2	[redacted]
B.1 - Business Analyst (Data Analyst/Data Quality Analyst)	3	[redacted]
B.2. Business Architect	2	[redacted]
B.2 - Business Architect	3	[redacted]
B.3 - Business Consultant	2	[redacted]
B.3 - Business Consultant	3	[redacted]
B.5 - Business Process Re-engineering (BPR) Consultant	3	[redacted]
B.11 - Instructor, Information Technology	3	[redacted]
P.1 - Change Management Consultant	3	[redacted]
P.5 - Project Executive	3	[redacted]
P.9 - Project Manager	2	[redacted]
P.9 - Project Manager	3	[redacted]
P.12 - Risk Management Specialist	3	[redacted]

OPTION YEAR 2 (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
B.1 - Business Analyst	2	[redacted]
B.1 - Business Analyst	3	[redacted]
B.1. - Business Analyst (Data Analyst/Data Quality Analyst)	2	[redacted]
B.1 - Business Analyst (Data Analyst/Data Quality Analyst)	3	[redacted]
B.2. Business Architect	2	[redacted]
B.2 - Business Architect	3	[redacted]
B.3 - Business Consultant	2	[redacted]
B.3 - Business Consultant	3	[redacted]
B.5 - Business Process Re-engineering (BPR) Consultant	3	[redacted]
B.11 - Instructor, Information Technology	3	[redacted]
P.1 - Change Management Consultant	3	[redacted]
P.5 - Project Executive	3	[redacted]
P.9 - Project Manager	2	[redacted]
P.9 - Project Manager	3	[redacted]
P.12 - Risk Management Specialist	3	[redacted]

ANNEX C
SECURITY REQUIREMENTS CHECK LIST



COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine **Canada Border Services Agency (CBSA)**

2. Branch or Directorate / Direction générale ou Direction **Information, Science and Technology Branch (ISTB)**

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

IT Professional Services Supply Chain, under TBIPS Tier 2 Aboriginal Set-aside, to support the Agency's Enterprise Architecture, Information Management & Common Services division's IT requirement relating to Open Government and Data Analytics in the functional areas of Data Governance and Enterprise Analytics and Data Services Portfolio Manager.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	**NATO / OTAN** ☐	**Foreign / Étranger** ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☑	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

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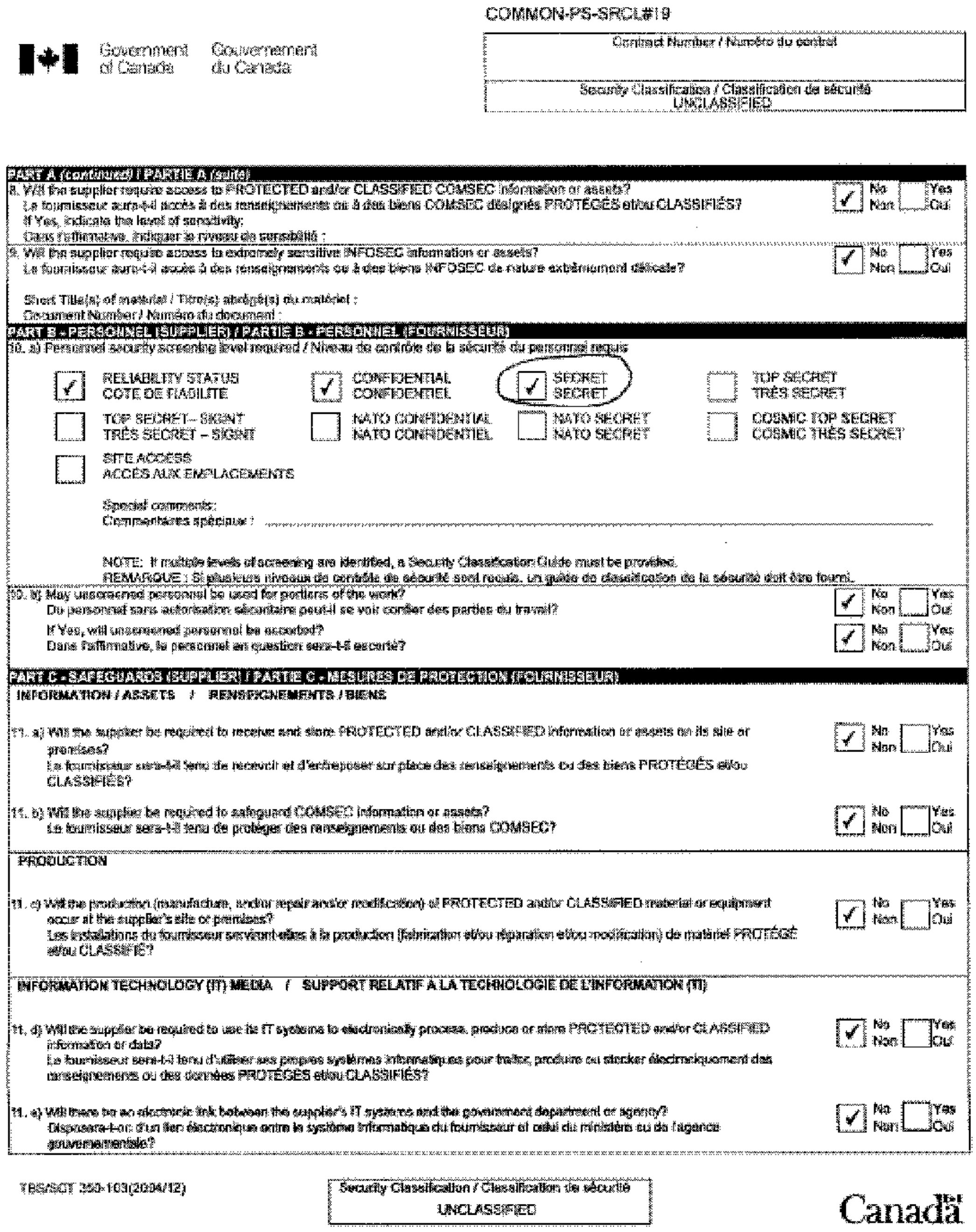

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☑ CONFIDENTIAL / CONFIDENTIEL
☑ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

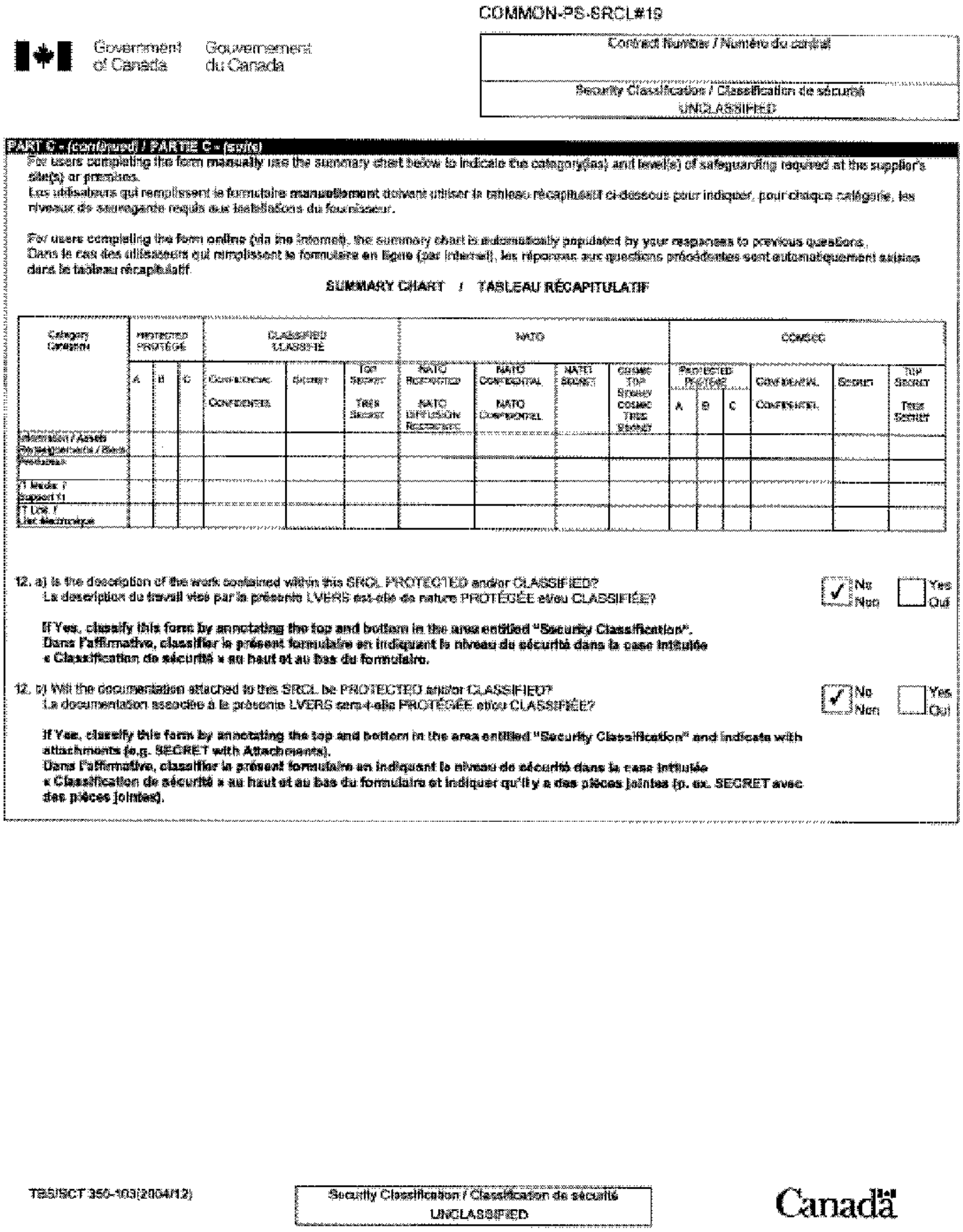
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? ☑ No / Non ☐ Yes / Oui
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? ☑ No / Non ☐ Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED

Canada

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Beverlee Casselman	Title - Titre A/Director		Signature Bev Casselman
Telephone No. - N° de téléphone 343-291-7386	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel beverlee.casselman@cbsa-asfc.gc.ca	Date MARCH 15 19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Stephane Lafontaine	Title - Titre team leader		Signature
Telephone No. - N° de téléphone 343 291 7776	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Stephane.Lafontaine@cbsa-asfc.gc.ca	Date 18.3.2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? ☐ No ☐ Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ Non ☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Michaud, Daniel
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.02 13:08:35 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires
THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS.

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 1)

Contract No. - N° du contrat
47419-206529/001/EL

Date
2019-08-08

Client Reference No. - N° de référence du client
1000346529

Requisition No. - N° de la demande
47419-206529

File No. - N° de dossier
632el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
CC 192070000, Fund 2001 ,
Functional Area 30700

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
Vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Lapalme, Francis

Buyer Id - Id de l'acheteur
632el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$4,510,484.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

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List of Annexes to the Resulting Contract:

Annex A - Statement of Work

Appendix A to Annex A - Tasking Assessment Procedure
Appendix B to Annex A - Task Authorization (TA) Form
Appendix C to Annex A - Resources Assessment Criteria and Response Table
Appendix D to Annex A - Certifications at the TA stage

Annex B – Basis of Payment
Annex C - Security Requirements Check List

1. Requirement

(a) DALIAN Enterprises Inc. and CORADIX Technology Consulting Ltd. in Joint Venture, TEAM DALIAN (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(c) **Form and Content of draft Task Authorization**:

- (i) The Project Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.
- (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
  - (A) the task number;
  - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  - (C) the categories of resources and the number required;
  - (D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - (E) the start and completion dates;
  - (F) any option(s) to extend initial end date (if applicable);
  - (G) milestone dates for deliverables and payments (if applicable);

  - (H) the number of person-days of effort required;
  - (I) whether the work requires on-site activities and the location;
  - (J) the language profile of the resources required;
  - (K) the level of security clearance required of resources;
  - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (M) any other constraints that might affect the completion of the task.

(d) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Project Authority, within 3 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

- (i) To be validly issued, a TA must include the following signatures:
  - (A) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by:
    - (1) the Project Authority; and
    - (2) a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA.
  - (B) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:
    - (1) the Project Authority; and
    - (2) a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA; and
    - (3) the Contracting Authority.

  Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports**:

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(g) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

  (iii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information;

  apply to and form part of the Contract.

5. Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

(a) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

(b) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET, granted or approved by CISD/PWGSC.

(c) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

(d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

(e) The Contractor must comply with the provisions of the:

- (i) Security Requirements Check List and security guide, attached at Annex C;
- (ii) Industrial Security Manual (Latest Edition).

(f) Additional Security Requirement

- (i) The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.
- (ii) If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.
- (iii) The credit check and fingerprinting*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).
- (iv) Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.
- (v) *Fees are applicable. Fingerprinting, if required, will be at the Contractor's cost.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two years later; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Francis Lapalme
Title: A/Supply Team Leader
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington Street, Gatineau, Québec
Telephone: 613-858-9912
E-mail address: francis.lapalme@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Project Authority

The Project Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director, Business Application Systems Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name: Kien Hien Tsang
Title: Director, Information, Science and Technology Branch
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-7413
E-mail address: hienkien.tsang@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative**

Name:
Title: Vice-President
Organization: DALIAN Enterprises Inc.
Address: 500-222 Somerset Street West, Ottawa, Ontario K2P 2G3
Telephone:
Email address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) **Basis of Payment**

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iv) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(v) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(f) **Payment Credits**

(i) **Failure to Provide Resource**:

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(g) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Project Authority, and a copy to the Contracting Authority.

11. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

(b) **SACC Manual Clauses**

(h) SACC Manual Clause A3000C (2014-11-27), Aboriginal Business Certification

(ii) SACC Manual Clause A3060C (2008-05-12), Canadian Content Certification

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (iii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information.

(c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;

(d) Annex A, Statement of Work, including its Appendices as follows;

- (i) Appendix A to Annex A - Tasking Assessment Procedure;
- (ii) Appendix B to Annex A - Task Authorization (TA) Form;
- (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
- (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated June 28, 2019.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other

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Document divulgué en vertu de la Loi sur l'accès à l'information.

document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Joint Venture Contractor

(a) The Contractor confirms that the name of the joint venture is DALIAN Enterprises Inc. and CORADIX Technology Consulting Ltd. in Joint Venture, Team DALIAN and that it is comprised of the following members:

- *DALIAN Enterprises Inc.*
- *CORADIX Technology Consulting Ltd.*

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i) DALIAN Enterprises Inc. has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

(ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii) all payments made by Canada to the representative member will act as a release by all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

19. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the

replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

20. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

23. Government Property

Canada agrees to supply the Contractor with the items listed in article **8.0 Client Support** of the Statement of Work. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

24. Transition Services at End of Contract Period

The Contractor agrees to execute the transition tasks identified within the Task Authorizations (if applicable), in the period leading up to the end of the Contract Period, and it will make all reasonable efforts to assist Canada in the transition from the Contractor to a new contract with another supplier.

25. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

(SEE ATTACHED DOCUMENT)

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Project Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 3 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which

activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(SEE ATTACHED DOCUMENT)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

(SEE ATTACHED DOCUMENT)

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Print name of authorized individual & sign above Date

5. NON-DISCLOSURE AGREEMENT

I, ______________________ (name of proposed resource), recognize that in the course of my work as an employee or subcontractor of __________________ (name of contractor), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. ______________ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Canada Border Services Agency, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: __________________.

Print name of proposed resource & sign above Date

ANNEX B
BASIS OF PAYMENT

WORKSTREAM 1

INITIAL CONTRACT PERIOD (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 – Application/Software Architect	LEVEL 3	[redacted]
A.6 – Programmer/Software Developer	LEVEL 2	[redacted]
A.6 – Programmer/Software Developer	LEVEL 3	[redacted]
A.8 – System Analyst	LEVEL 3	[redacted]
A.13. Web Designer	LEVEL 2	[redacted]
I.7 – Platform Analyst	LEVEL 3	[redacted]
I.11 – Technology Architect	LEVEL 3	[redacted]
B.1 – Business Analyst	LEVEL 3	[redacted]
B.6 – Business System Analyst	LEVEL 2	[redacted]
B.6 – Business System Analyst	LEVEL 3	[redacted]
B.14 Technical Writer	LEVEL 2	[redacted]
B.14 Technical Writer	LEVEL 3	[redacted]
P.5 – Project Executive	LEVEL 3	[redacted]

OPTION YEAR 1 (1 YEAR)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 – Application/Software Architect	LEVEL 3	[redacted]
A.6 – Programmer/Software Developer	LEVEL 2	[redacted]
A.6 – Programmer/Software Developer	LEVEL 3	[redacted]
A.8 – System Analyst	LEVEL 3	[redacted]
A.13. Web Designer	LEVEL 2	[redacted]
I.7 – Platform Analyst	LEVEL 3	[redacted]
I.11 – Technology Architect	LEVEL 3	[redacted]
B.1 – Business Analyst	LEVEL 3	[redacted]
B.6 – Business System Analyst	LEVEL 2	[redacted]
B.6 – Business System Analyst	LEVEL 3	[redacted]
B.14 Technical Writer	LEVEL 2	[redacted]
B.14 Technical Writer	LEVEL 3	[redacted]
P.5 – Project Executive	LEVEL 3	[redacted]

OPTION YEAR 2 (1 YEAR)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 – Application/Software Architect	LEVEL 3	[redacted]
A.6 – Programmer/Software Developer	LEVEL 2	[redacted]
A.6 – Programmer/Software Developer	LEVEL 3	[redacted]
A.8 – System Analyst	LEVEL 3	[redacted]
A.13. Web Designer	LEVEL 2	[redacted]
I.7 – Platform Analyst	LEVEL 3	[redacted]
I.11 – Technology Architect	LEVEL 3	[redacted]
B.1 – Business Analyst	LEVEL 3	[redacted]
B.6 – Business System Analyst	LEVEL 2	[redacted]
B.6 – Business System Analyst	LEVEL 3	[redacted]
B.14 Technical Writer	LEVEL 2	[redacted]
B.14 Technical Writer	LEVEL 3	[redacted]
P.5 – Project Executive	LEVEL 3	[redacted]

OPTION YEAR 3 **(1 YEAR)**		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
A.1 – Application/Software Architect	LEVEL 3	[redacted]
A.6 – Programmer/Software Developer	LEVEL 2	[redacted]
A.6 – Programmer/Software Developer	LEVEL 3	[redacted]
A.8 – System Analyst	LEVEL 3	[redacted]
A.13. Web Designer	LEVEL 2	[redacted]
I.7 – Platform Analyst	LEVEL 3	[redacted]
I.11 – Technology Architect	LEVEL 3	[redacted]
B.1 – Business Analyst	LEVEL 3	[redacted]
B.6 – Business System Analyst	LEVEL 2	[redacted]
B.6 – Business System Analyst	LEVEL 3	[redacted]
B.14 Technical Writer	LEVEL 2	[redacted]
B.14 Technical Writer	LEVEL 3	[redacted]
P.5 – Project Executive	LEVEL 3	[redacted]

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(SEE ATTACHED DOCUMENT)

ANNEX A

STATEMENT OF WORK

1.0 Title

Informatics Professional Services for Canada Border Services Information Technology Projects in the National Capital Area (NCA)

2.0 Objective

The Business Application Systems Directorate (BASD) of the Canada Border Services Agency (CBSA) requires a variety of Information Management (IM)/Information Technology (IT) professional resource services with knowledge and experience supporting and assisting with Government of Canada business application systems/security system projects.

The purpose of these services is to augment capacity in the planning and execution of departmental IM/IT initiatives managed by the Information, Science and Technology Branch (ISTB) team on an as and when required basis.

IM/IT expertise and support services are required to provide expert level advice and thought leadership in specific technologies, processes, applications, and integrated programs interdepartmentally and with other stakeholders accountable for IM/IT initiatives. This includes, but is not limited to, implementation suggestions, identification of road maps for way forward, expertise/guidance on evolving technologies/mandates and risk initiatives, and IT/IM professional services on critical business application and security systems on an as and when required basis. This will ensure a third party independent view required to provide feedback, monitoring and expertise/recommendations to ensure the technology component of projects progresses as required.

3.0 Background

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications.

ISTB provides technology leadership of corporate business applications and IT programs at CBSA. ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives.

BASD is responsible for the development, production support and maintenance of critical business systems, emerging technologies and critical infrastructure initiatives. These initiatives include, but are not limited to, critical systems, emerging technologies, infrastructure support, evolving platforms, security protocols and applications that serve as common components for internal and external stakeholders. As well, BASD is accountable for the design, development and delivery of enterprise and corporate IT/IM solutions and infrastructure in support of CBSA's mandate.

BASD manages IM/IT initiatives such as, but not limited to:

1. The Agency SAP Corporate System
2. Electronic Data Warehouse and Business Intelligence systems/reporting
3. Business Process Automation, Business to Business Integration and Customs Electronic Commerce Platform
4. Administrative and Corporate Applications
5. New and Emerging IM/IT security and corporate system technologies
6. Infrastructure and evolving new IM/IT initiatives

BASD is responsible for:

- Development, maintenance and / or support of IT application solutions; and
- Development and / or maintenance of IT application solutions related to travellers, enterprise and common services, commercial and corporate.

The directorate is organized into divisions:

- The Commercial Systems Division provides the System Development Lifecycle services in support of commercial projects: eManifest and Trusted Traders. The division is also responsible for the production support of the TITAN and Commercial Portal Systems. Key divisional activities include:
  - Providing the planning, analysis, design, development, and implementation of commercial systems solutions in support of the emerging commercial program;
  - Serving as the focal point of all IT development associated with commercial eManifest and Trusted Traders projects;
  - Prioritizing and promoting IT development initiatives with end-users and other IT management areas;
  - Managing overall IT project lifecycle coordination for commercial eManifest and Trusted Traders projects and accountable for their delivery; and
  - Acting as a liaison between our commercial business clients and other Branch IT areas.
- The Common and Corporate Systems Division is responsible for the development, production support and maintenance of multiple diverse and innovative applications and solutions which include mission critical technology systems as well as applications that provide a common foundation to ISTB colleagues, internal and external stakeholders. The division is also responsible for the design, development and delivery of Enterprise Common and Corporate solutions in order to meet the Agency and Branch demands and priorities. Key divisional activities include:
  - Providing the planning, analysis, design, development, and implementation of enterprise and corporate applications in support of common and corporate programs and administrative functions across the Agency;

  - Deliver enterprise and corporate capabilities that are functional components which perform common tasks identified within the requirements of various business initiatives;
  - Promote reusability through established CBSA best practices and standards by meeting the overlapping needs of the various projects and removing the need for each initiative or project to fund and build these redundant components;
  - Serving as the technical focal point for all IT development projects related to common and corporate functions and activities;
  - Serving as Technical Leaders for Common and Corporate application releases which includes developing System Use Cases, Detailed Design Documents, participating in SEM reviews and other development related documentation;
  - Prioritizing and promoting IT development initiatives with end-users and other IT management areas;
  - Coordinating the procurement of commercial off-the-shelf (COTS) software products and IT hardware needed to meet the business requirements outlined by common and corporate initiatives;
  - Providing maintenance and production support for a wide-range of common and corporate applications;
  - Monitoring and support of systems in production; and
  - Analyzing and impacting production Problem Reports and Change Requests.

- The Enforcement Systems Division is responsible for a suite of mission critical applications created to assist the CBSA in meeting its mandate of supporting security and public safety priorities while facilitating the free flow of persons and goods. The division's applications share critical enforcement information with a variety of internal and external governments, agencies and missions abroad. Information sharing includes: Lookouts, Enforcement Actions, Passage History, API / PNR, Secret information (Secure systems), Wants and Warrants, Currency Seizures, Drug Seizures, and Flight Arrival/Departure Details. Key divisional activities include:
  - Maintaining technology systems to assess in the efficient and secure entry of travellers into Canada;
  - Collecting, analyzing and disseminating information necessary to identify and react to risk at the Canadian border crossings;
  - Sharing and reporting on collected information with external users such as the United States border services agencies, other security agencies such as the Royal Canadian Mounted Police, and other government departments;
  - Providing an automated facility for the compilation and sharing of intelligence case information on individuals and organizations that are known or suspected to be a potential border risk;
  - Providing a library of enforcement information for use by Intelligence and Enforcement staff and Border Services Officers across the country;
  - Developing and maintaining query systems across multiple enforcement and intelligence data repositories;

  - Performing HR management in the areas of staffing, performance, coaching and training;
  - Maintaining client relationships by way of regular meetings, consultations, reporting; and
  - Ad hoc reporting in support of the Internal Audit function.

- The Travellers Systems Division is responsible for the analysis, design, development, testing, maintenance, and production support (some are 24 / 7, on call) of CBSA systems used to expedite and facilitate travellers entering Canada. Key divisional activities include:
  - Providing tools that can be used to perform automated risk assessments to facilitate the efficient and secure entry of travellers and conveyance into Canada;
  - Maintaining application that uses technology such as self-help kiosks, Document Readers, Iris Scanners, License Plate Readers, RFID, Facial Recognition, and Fingerprints Verifications;
  - Developing and maintaining joint technology systems with the United States, other government departments and private industry to expedite processing of trusted and regular travellers at border crossings such as PIK (Primary Inspection Kiosk), Nexus, ABC (Automated Border Clearance), EDL (Electronic Driver's License), Mobile IPIL;
  - Providing designated users with a single consolidated view of all previous traveller passages captured within the Integrated Customs System;
  - Developing and maintaining a variety of distributed applications that support both border services operations;
  - Developing and maintaining a variety of mobile applications to enhance the experience and expedite traveller's processing at port of entries;
  - Developing and maintaining enterprise components that support service Oriented architecture; and
  - Supporting the direction of the Government of Canada to adopt the use of emerging technologies (such as Cloud, Mobile computing, Enterprise Building Blocks Solutions).

- The Enterprise and Emerging Technologies Division is responsible for the introduction, management and coordination of enterprise and emerging technologies (such as cloud, mobile, artificial intelligence and biometrics). The division is also responsible to managing Centres of Excellence and Competency Centres in support of these technologies to ensure that they are systematically and methodically. Further, the division is responsible for outreach and development of partnerships internationally (B5), nationally (across Canada) and internally to other government departments and agencies to further the Agencies. Key divisional activities include:
  - Providing the planning, analysis, design, development, and implementation of enterprise and emerging technologies;
  - Mobile Centre of Excellence;
  - Cloud Competency Centre;
  - Artificial Intelligence and Biometrics; and
  - Partnership and Outreach (internationally, nationally and internally).

The key to successful project implementation is adherence to effective delivery principles and active communication. Working with various partners, such as Shared Services Canada (SSC), CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on time, on budget and in accordance with project objectives. CBSA is seeking IM/IT professional services on an as and when required basis to provide critical key support for these initiatives.

4.0 Scope of the Work

The Contractor must provide IM/IT professional services in support of various CBSA projects within the BASD and in accordance with best practices. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

The work to be performed will be on an "as and when requested" basis as initiated through the issuance of Task Authorizations. Task Authorizations may be issued for any of the following resource categories:

4.1 Workstream 1:

RESOURCE CATEGORY	LEVEL OF EXPERTISE
A.8 – System Analyst	Level 3
B.14 Technical Writer	Level 3
B.14 Technical Writer	Level 2
I.11 – Technology Architect	Level 3
P.5 – Project Executive	Level 3
A.1 – Application/Software Architect	Level 3
A.6 – Programmer/Software Developer	Level 3
A.6 – Programmer/Software Developer	Level 2
I.7 – Platform Analyst	Level 3
B.6 – Business System Analyst	Level 3
B.6 – Business System Analyst	Level 2
A.13. Web Designer	Level 2
B.1 – Business Analyst	Level 3

5.0 Tasks

The following resource categories will be responsible for, but not be limited to, doing the following:

5.1 Workstream 1:

A.8 – System Analyst – Level 3

- Develop requirements, feasibility, cost, design and specification documents for systems;
- Implement systems to support projects, departments, organizations or stakeholders;
- Translate business requirements into systems design and specifications;
- Analyse and recommend alternatives and options for solutions; and
- Develop technical specifications for system development, design and implementation.

B.14 – Technical Writer – Levels 2 and 3

- Document help text, user manuals, technical documentation, web page content, etc.;
- Review documentation standards and the existing project documentation;
- Determine documentation requirements and makes plans for meeting them;
- Gather information concerning the features and functions provided by the developers;
- Assess the audience for the documents/manuals which are required and prepare a statement of purpose and scope for each;
- Develop a table of content for each document/manual and write or edit the required content;
- Investigate the accuracy of the information collected by making direct use of the material being documented;
- Prepare or coordinate the preparation of any required illustrations and diagrams;
- Design the layout of the documents and manuals; and
- Use word processing, desk top publishing and graphics software packages to produce final camera-ready copy.

Note: although a common list of tasks is presented for level 2 and level 3 resources, tasks defined in the task authorization may warrant a higher level resource as the work may be deemed more complex and involve more accountability and reporting directly to management.

I.11 – Technology Architect – Level 3

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- Identify the policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensures the integration of all aspects of technology solutions;
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- Provide information, direction and support for emerging technologies;
- Perform impact analysis or technology changes;

- Provide support to applications and/or technical support teams in the proper application of existing infrastructure; and
- Review application and program design or technical infrastructure design to ensure adherence to standards and to recommend performance improvements.

P.5 – Project Executive - Level 3

- Manage several Project Managers, each responsible for an element of the project and its associated project team;
- Define and document project objectives, determine budget requirements;
- Meet with other organizational executives to ensure all organizational (internal and external) stakeholders are committed and moving forward on project and organizational goals;
- Resolve issues related to the project;
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems; work with a variety of project management tools; and
- Project sign-off.

A.1 – Application/Software Architect – Level 3

- Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements;
- Identify the policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems;
- Ensures the integration of all aspects of technology solutions;
- Monitor industry trends to ensure that solutions fit with government and industry directions for technology;
- Analyze functional requirements to identify information, procedures and decision flows;
- Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary;
- Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems;
- Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal; and
- Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.

A.6 – Programmer/Software Developer – Levels 2 and 3

- Develop and prepare diagrammatic plans for solution of business, scientific and technical problems by means of computer systems of significant size and complexity;
- Analyze the problems outlined by the systems analysts/designers in terms of such factors as style and extent of information to be transferred to and from storage units, variety of items to be processed, extent of sorting, and format of final printed results;
- Select and incorporate available software programs;

- Design detailed programs, flow charts, and diagrams indicating mathematical computation and sequence of machine operations necessary to copy and process data and print the results;
- Translate detailed flow charts into coded machine instructions and confer with technical personnel in planning programs;
- Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel;
- Correct program errors by revising instructions or altering the sequence of operations; and
- Test instructions, and assemble specifications, flow charts, diagrams, layouts, programming and operating instructions to document applications for later modification or reference.

Note: although a common list of tasks is presented for level 2 and level 3 resources, tasks defined in the task authorization may warrant a higher level resource as the work may be deemed more complex and involve more accountability and reporting directly to management.

I.7 – Platform Analyst – Level 3

- Develop and document detailed statement of requirements for the proposed platform;
- Analyze functional requirements to identify information, procedures and decision flows;
- Evaluate existing procedures and methods, identify and documents database content, structure, and application sub-systems, and develop data dictionary;
- Define and document interfaces of manual to automated operations within sub-systems, to external systems and between new and existing systems;
- Define input/output sources, including detailed plan for technical design phase, and obtain approval for system proposals;
- Design and document in detail all system components, interfaces and operational environment;
- Design data structures and files, sub-systems and modules, programs, batch, on line, and production monitoring procedures, testing strategy and systems;
- Document system design, concepts and facilities, present and obtain approval of detailed system designs; and
- Produce operational systems including all forms, manuals, programs, data files and procedures.

B.6 – Business Systems Analyst – Levels 2 and 3

- Develop and document a detailed statement of requirements for the proposed alternative recommended in the preliminary analysis report;
- Perform business analyses of functional requirements to identify information, procedures, and decision flows;
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems, and develop data dictionary;
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;

- Identify candidate business processes for re-design, prototype potential solutions, provide trade-off information and suggest a recommended course of action. Identify the modifications to the automated processes; and
- Support and use the selected departmental methodologies.

Note: although a common list of tasks is presented for level 2 and level 3 resources, tasks defined in the task authorization may warrant a higher level resource as the work may be deemed more complex and involve more accountability and reporting directly to management.

B.1 – Business Analyst – Level 3

- Develop and document statements of requirements for considered alternatives;
- Perform business analyses of functional requirements to identify information, procedures, and decision flows;
- Evaluate existing procedures and methods, identify and document items such as database content, structure, application subsystems;
- Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems;
- Establish acceptance test criteria with client; and
- Support and use the selected departmental methodologies.

A.13 – Web Designer – Level 2

- Define architecture to be used in the web-based projects;
- Create and apply designs that maximize usability of existing objects;
- Perform architectural modeling to ensure consistency of the design with existing work;
- Select the development language to be used for the project;
- Assess the impact of the new requirements on existing web applications;
- Develop code based upon design and requirements documents;
- Write code to write to and read from the database;
- Unit test the code prior to releasing it for integration testing;
- Monitor the need for design changes as the project progresses;
- Develop test plans for testing the system;
- Ensure functionalities have been implemented according to specifications;
- Define assumptions and constraints of architecture with regard to physical structure and data collection; and
- Develop post-implementation plan for monitoring/tracking design stability.

In addition, all resource categories listed above will be responsible for, but not be limited to, doing the following:

- Planning and coordinating IM/IT project management activities including planning/coordination/guidance and process aspects;
- Working with a variety of stakeholders, provide expert IM/IT best practice advice/solutions for BASD projects;

- Provision of IM/IT documentation such as Statement of Requirements (SOR), project plans, feasibility reports, schedules, project management plans, risk management plans and lessons learned;
- Formulating and managing the IM/IT project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing project progress against milestones, and engaging ongoing risk management;
- Developing and maintaining systems for the management and control of IM/IT requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;
- Support of the Project Authority to oversee IM/IT initiatives within BASD and on various IM/IT initiatives;
- Support of the Project Authority to oversee the change management process for IM/IT requirements;
- Provide monthly project progress reports;
- Conducting stakeholder meetings; and
- Working with project teams and other stakeholders, manage the IM/IT requirements on projects.

6.0 Deliverables

The Contractor must be able to provide the following Deliverables based on the Task Authorization issued, which can include, but is not limited to:

- Written and verbal advice;
- Issues papers/Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. Monthly Progress Reports);
- Management Action Plans;
- Work plans for specific initiatives;
- Business Cases;
- Business Planning, including risk planning and risk analysis, Risk Management Plans, and Statement of Requirements;
- Tracking against plans – including level of effort and resource estimation as part of IM/IT business planning;
- Trend Analyses;
- Fit/Gap Analyses;
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Synthesis report of facilitated meetings;
- Activity reports;
- Project Management Plans and project documentation such as Project Schedules, Lessons Learned, Progress Reports, Deficiency Reports, Project Forecasts, Road Maps; and Post Project Review Reports; and
- Conversation notes, design documentation, change management documentation, site inspection reports and other Work requested under the Task Authorization.

The level of support versus management services provided by the Contractor's resources for items listed above will vary depending on the needs of the project.

Deliverables to be submitted in hard and soft copies in the appropriate software formats (e.g. MS Project or MS Office Suite applications as identified by the Project Authority). All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, BASD will provide the Contractor with the required forms and templates to meet these standards.

There may be a requirement for the Contractor's resources to access information available exclusively at Canada's facilities in the NCA. All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval and signature (as required). All Work under this Contract must be accessible to the Project Authority at all times.

7.0 Technical Environment

The technical environment at BASD includes several technologies including, but not limited to:

- IBM DB2 on UNIX
- IBM PureData
- IBM Infosphere Suite
- IBM InfoSphere Change Data Capture
- IBM Infosphere Data Architect
- IBM SPSS
- IBM SPSS Modeler Server
- IBM Cognos Framework Manager
- IBM Cognos Business Intelligence Transformer
- IBM Cognos Administration
- IBM Cognos PowerPlay Studio
- IBM Cognos Software Development Kit
- SQL
- Sybase
- XML
- R
- Python
- ArcGIS
- MS Office
- Oracle JAVA
- SAP
- New and emerging technologies and software
- Any other IM/IT software application utilized within CBSA

8.0 Client Support

The Client will provide all documentation and information necessary for the Work.

CBSA will provide the resources with a workstation, computer and telephones, email address (where applicable and available) and all necessary materials to perform their functions. Some

resources may be required to work off-site, which may require the use of a CBSA laptop or other computer.
CBSA will provide, subject to normal security requirements, and only to the specified resource personnel, access to identified databases or applications resident on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

9.0 Work Location

The Contractor's resources will be required to work onsite at CBSA site offices in the NCA.

10.0 Travel

No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCA.

[illegible] under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) **/ PARTIE 1** (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. Nº de l'autorisation de tâches (AT) :	Commitment No. Nº de l'engagement :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(s) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage :	n/a
Work Location(s) / Lieu(x) de travail :	

PART 2 (completed by the Contractor and/or the Technical/Project Authority) **/ PARTIE 2** (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif

0					$0.00
0					$0.00
				Estimated Cost / Coût estimatif	**$0.00**
				Total Estimated Cost / Coût total estimatif	**$0.00**
Check applicable Basis of Payment / Cocher la Base de Paiement applicable :		Maximum Price / Prix Maximum :	☐	Firm Price / Prix Ferme :	☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the Technical Authority, the representative from the SPMMD of CBSA and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $300,000. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, l'autorité technique, le représentant de la DAGBS de l'ASFC et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est $300,000. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation,

Name of Technical Authority / Nom de l'autorité technique	Date	Name of Contracting Authority / Nom de l'autorité contractante	Date
Signature		Signature	
Name of the representative from the SPMMD of CBSA / Nom d'un représentant de la DAGBS de l'ASFC	Date		
Signature			

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur	Signature	Date

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

WORKSTREAM 1

1.0 MANDATORY RESOURCE REQUIREMENTS

1.1 A.1 – Application Software Architect – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Application/Software Architect – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	A minimum of ten (10) years of experience designing and documenting architectural specifications for interfaces or integration between new and existing systems. For each project referenced*, the Contractor should provide the following details including, but not limited to: - Name & description of client organization - Scope, objectives, project time frame - Description of the roles & responsibilities proposed resources in the project, process, or initiative. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. Or A Bachelor of Commerce degree with a major in Management Information Systems/Data Processing. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

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AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

1.2 B.14 - Technical Writer – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Technical Writer – Level 3 has:

Criteria	**Mandatory Requirement**	**Contractor's response**		
		INSERT PAGE # OF RESUME	**Met**	**Not Met**
M.1	A minimum of ten (10) years of experience as a technical writer in the preparation of technical specifications for Requests for Proposals for IM/IT application development projects. For each project referenced*, the Contractor should provide the following details including but limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

1.3 B.14 – Technical Writer – Level 2

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Technical Writer – Level 2 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	A minimum of seven (7) years of experience as a technical writer in the preparation of technical specifications for Requests for Proposals for IM/IT application development projects. For each project referenced*, the Contractor should provide the following: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

1.4 I.11 - Technology Architect – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Technology Architect – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	A minimum of ten (10) years of experience as a Technology Architect developing technical architectures, frameworks and strategies to meet the business requirements and application requirements. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

[illegible] - Released under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

1.5 P.5 - Project Executive – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Project Executive – Level 3 has:

Criteria	**Mandatory Requirement**	**Contractor's response**		
		INSERT PAGE # OF RESUME	**Met**	**Not Met**
M.1	A minimum of ten (10) years of experience as a Project Executive. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A minimum of ten (10) years of experience in documenting project deliverables, objectives, determining budget requirements and resolving issues related to a project. For each project referenced*, the Contractor should provide the following: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			

M.3	The proposed resource must be a member in good standing of one of the following recognized Professional Certifications: a) PMP b) Prosci ADKAR c) ITIL **The Contractor should provide a readable copy of the certification in English or French with its response.**			
M.4	A college or university degree or post-secondary diploma in Business Administration, Information Technology, Computer Science, Electrical Engineering, Economics or Commerce. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

1.6 A.8 – System Analyst – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed System Analyst – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	A minimum of seven (7) years of experience developing requirements, feasibility, costs, designs, and specification documents for IM/IT systems. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

1.7 A.6 - Programmer/Software Developer – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Programmer/Software Developer – Level 3 has:

Criteria	**Mandatory Requirement**	**Contractor's response**		
		INSERT PAGE # OF RESUME	**Met**	**Not Met**
M.1	A minimum of seven (7) years of experience as a Programmer/Software Developer in developing either web or mobile applications or any combination thereof using one or any combination of the following programming languages: - Java - JavaScript - HTML 5 - CSS - C++ - Objective C - C# - Kotlin - React - .NET For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

1.8 A.6 - Programmer/Software Developer – Level 2

Name of proposed Resource: ____________________________________

The Contractor MUST demonstrate that the proposed Programmer/Software Developer – Level 2 has:

Criteria	**Mandatory Requirement**	**Contractor's response**		
		Insert Page # of Resume	**Met**	**Not Met**
M.1	A minimum of three (3) years of experience as a Programmer/Software Developer in developing either web or mobile applications or any combination thereof using one or any combination of the following programming languages: - Java - JavaScript - HTML 5 - CSS - C++ - Objective C - C# - Kotlin - React - .NET For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

1.9 I.7 - Platform Analyst – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Platform Analyst – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	The proposed resource must have a minimum ten (10) years of experience as a platform analyst, developing and documenting detailed statement of requirements for the proposed platform(s). For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

1.10 B.1 - Business Analyst – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Business Analyst – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	The proposed resource must have a minimum of ten (10) years of experience performing business analyses of functional requirements to identify information, procedures, decision flows and documenting statements of requirements. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Business Administration, Commerce, Economics, Information Technology, Computer Science or Electrical Engineering **The Contractor must provide a readable copy of the degree/diploma in English or French with its response.**			

1.11 B.6 - Business System Analyst – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Business System Analyst – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	A minimum of ten (10) years of experience performing business analyses of functional requirements to identify information, procedures, and decision flows. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

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1.12 B.6 - Business Systems Analyst – Level 2

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Business System Analyst – Level 2 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	A minimum of five (5) years of experience performing business analyses of functional requirements to identify information, procedures, and decision flows. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

1.13 A.13 - Web Designer – Level 2

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Web Designer – Level 2 has:

Criteria	**Mandatory Requirement**	**Contractor's response**		
		INSERT PAGE # OF RESUME	**Met**	**Not Met**
M.1	A minimum of five (5) years in completing initiatives that support Web Content Accessibility Guidelines. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science or Electrical Engineering. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

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2.0 POINT RATED RESOURCE REQUIREMENTS

2.1 A.1 - Application/Software Architect – Level 3

Name of proposed Resource: ______________________________________

The Contractor SHOULD demonstrate that the proposed Application/Software Architect – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	More than five (5) years of experience as an application/software architect developing technical architectures, frameworks and strategies for application development projects to meet business and application requirements. For each project referenced*, the Contractor should provide the following details, including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	/5	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	

R.2	Experience, in excess of M.1, designing and documenting architectural specifications for interfaces or integration between new and existing systems. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 10 years = 0 points • 10+ to 11 years = 1 point • 11+ to 12 years = 2 points • 12+ to 13 years = 3 points • 13+ to 14 years = 4 points • 14+ years = 5 points	
Total Points Available		10		
Minimum Pass Mark		7		

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2.2 B.14 - Technical Writer – Level 3

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed Technical Writer – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	More than ten (10) years of experience in developing technical documentation. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 10 years = 0 points • 10+ to 11 years = 1 point • 11+ to 12 years = 2 points • 12+ to 13 years = 3 points • 13+ to 14 years = 4 points • 14+ years = 5 points	
R.2	Experience, within the past ten (10) years prior to the TA issuance date, in creating or authoring internal documentation and contract deliverables in support of large scale IM/IT application development projects*. For each project referenced**, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and	**/15**	• 0 to 6 months = 0 points • 6+ months to 1 year = 1 point • 1+ to 2 years = 2 point • 2+ to 3 years = 3 points • 3+ to 4 years = 4 points • 4+ to 5 years = 5 points • 5+ to 6 years = 6 points • 6+ to 7 years = 7 points • 7+ to 8 years = 8 points • 8+ to 9 years = 9 points • 9+ years = 10 points **AND** ➢ 0 project = 0 points ➢ 1 project = 1 point	

	- Description of the project, roles and responsibilities of the proposed resource. *A large scale IM/IT application project is defined as an enterprise-wide application system project that operates in a corporate environment such as a business or government, designed to satisfy the needs of a large organization of 1000 employees or more rather than individual users. The project must have been valued over $5 million dollars with a minimum of 18 months or longer to implement. **Each project referenced must be a minimum of 6 months duration to be considered.		➢ 2 projects = 2 points ➢ 3 projects = 3 points ➢ 4 projects = 4 points ➢ 5+ projects = 5 points	
Total Points Available		20		
Minimum Pass Mark		14		

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2.3 B.14 - Technical Writer – Level 2

Name of proposed Resource: ____________________________________

The Contractor SHOULD demonstrate that the proposed Technical Writer – Level 2 has:

Criteria	**Rated Requirement**	**Maximum Points**	**Point Allocation**	**Substantiating Information, Cross Reference to Proposal**
R.1	More than five (5) years of experience in developing technical documentation. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced* must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	
R.2	Experience, within the past seven (7) years prior to the TA issuance date, in creating or authoring internal documentation and contract deliverables in support of large scale IM/IT application development projects*. For each project referenced**, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and	**/15**	• 0 to 6 months = 0 points • 6+ months to 1 year = 2 points • 1+ to 2 years = 4 points • 2+ to 3 years = 6 points • 3+ to 4 years = 8 points • 4+ years = 10 points **AND** ➢ 0 project = 0 points ➢ 1 project = 1 point ➢ 2 projects = 2 points ➢ 3 projects = 3 points ➢ 4 projects = 4 points ➢ 5+ projects = 5 points	

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	- Description of the project, roles and responsibilities of the proposed resource. *A large scale IM/IT application project is defined as an enterprise-wide application system project that operates in a corporate environment such as a business or government, designed to satisfy the needs of a large organization of 1000 employees or more rather than individual users. The project must have been valued over $5 million dollars with a minimum of 18 months or longer to implement. **Each project referenced must be a minimum of 6 months duration to be considered.			
Total Points Available		20		
Minimum Pass Mark		14		

2.4 I.11 - Technology Architect – Level 3

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed Technology Architect – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	A minimum of ten (10) years of experience in analyzing and evaluating current and alternative technology solutions to meet business requirements. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 10 years = 0 points • 10+ to 11 years = 1 point • 11+ to 12 years = 2 points • 12+ to 13 years = 3 points • 13+ to 14 years = 4 points • 14+ years = 5 points	
R.2	More than five (5) years of experience in providing support to application or technical support teams, reviewing application and program design or technical design to ensure adherence to standards and recommendation of improvements. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization;	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 points • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	

	- Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
Total Points Available		10		
Minimum Pass Mark		7		

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[illegible] - Divulgué en vertu de la Loi sur l'accès à l'information.

2.5 P.5 - Project Executive – Level 3

Name of proposed Resource: ____________________________________

The Contractor SHOULD demonstrate that the proposed Project Executive – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	Experience, in excess of M.1, as a Project Executive. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	/5	• 0 to 10 years = 0 points • 10+ to 11 years = 1 point • 11+ to 12 years = 2 points • 12+ to 13 years = 3 points • 13+ to 14 years = 4 points • 14+ years = 5 points	
R.2	More than seven (7) years of experience preparing detailed project plans, charts, change management and communication plans, tables and diagrams to assist in analyzing or displaying problems; working with a variety of standard project management tools. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and	/5	• 0 to 7 years = 0 points • 7+ to 8 years = 1 point • 8+ to 9 years = 2 points • 9+ to 10 years = 3 points • 10+ to 11 years = 4 points • 11+ years = 5 points	

	- Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
R.3	Experience, in excess of M.2, in documenting project deliverables, objectives, determining budget requirements and resolving issues related to a project. For each project referenced*, the Contractor should provide the following project details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 10 years = 0 points • 10+ to 11 years = 1 point • 11+ to 12 years = 2 points • 12+ to 13 years = 3 points • 13+ to 14 years = 4 points • 14+ years = 5 points	
Total Points Available		15		
Minimum Pass Mark		10		

2.6 A.8 - System Analyst – Level 3

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed System Analyst – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	Experience, in excess of M.1, developing requirements, feasibility, costs, designs, and specification documents for IM/IT systems. For each project referenced, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 7 years = 0 points • 7+ to 8 years = 1 point • 8+ to 9 years = 2 points • 9+ to 10 years = 3 points • 10+ to 11 years = 4 points • 11+ years = 5 points	
R.2	More than seven (7) years of experience implementing systems to support projects, departments, organizations or businesses. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and	**/5**	• 0 to 7 years = 0 points • 7+ to 8 years = 1 point • 8+ to 9 years = 2 points • 9+ to 10 years = 3 points • 10+ to 11 years = 4 points • 11+ years = 5 points	

	- Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
R.3	More than five (5) years of experience translating business requirements into systems design and specifications. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	
R.4	More than five (5) years of experience developing technical specifications for systems development, designing and implementation. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	

	*Each project referenced must be a minimum of 6 months duration to be considered.			
Total Points Available		20		
Minimum Pass Mark		14		

2.7 A.6 - Programmer/Software Developer – Level 3

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed Programmer/Software Developer – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	More than seven (7) years of experience as a Programmer/Software Developer, developing and modifying code and software using one or any combination of the following programming languages: - Java - JavaScript - HTML 5 - CSS - C++ - Objective C - C# - Kotlin - React - .NET - JEE - Angular For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 7 years = 0 points • 7+ to 8 years = 1 point • 8+ to 9 years = 2 points • 9+ to 10 years = 3 points • 10+ to 11 years = 4 points • 11+ years = 5 points	

R.2	Experience, in excess of M.1, as a Programmer/Software Developer in developing either web or mobile applications or any combination thereof using one or any combination of the following programming languages: - Java - JavaScript - HTML 5 - CSS - C++ - Objective C - C# - Kotlin - React - .NET For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 7 years = 0 points • 7+ to 8 years = 1 point • 8+ to 9 years = 2 points • 9+ to 10 years = 3 points • 10+ to 11 years = 4 points • 11+ years = 5 points	
Total Points Available		10		
Minimum Pass Mark		7		

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2.8 A.6 - Programmer/Software Developer – Level 2

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed Programmer/Software Developer – Level 2 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	More than three (3) years of experience as a Programmer/Software Developer, developing and modifying code and software using one or any combination of the following programming languages: - Java - JavaScript - HTML 5 - CSS - C++ - Objective C - C# - Kotlin - React - .NET - JEE - Angular For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	/5	• 0 to 3 years = 0 points • 3+ to 4 years = 1 point • 4+ to 5 years = 2 points • 5+ to 6 years = 3 points • 6+ to 7 years = 4 points • 7+ years = 5 points	

R.2	Experience, in excess of M.1, as a Programmer/Software Developer in developing either web or mobile applications or any combination thereof using one or any combination of the following programming languages: - Java - JavaScript - HTML 5 - CSS - C++ - Objective C - C# - Kotlin - React - .NET For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	/5	• 0 to 3 years = 0 points • 3+ to 4 years = 1 point • 4+ to 5 years = 2 points • 5+ to 6 years = 3 points • 6+ to 7 years = 4 points • 7+ years = 5 points	
Total Points Available		10		
Minimum Pass Mark		7		

2.9 I.7 – Platform Analyst – Level 3

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed Platform Analyst – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	Experience as a platform analyst, in excess of M.1, developing and documenting detailed statement of requirements for the proposed platform(s). For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 10 years = 0 points • 10+ to 11 years = 1 point • 11+ to 12 years = 2 points • 12+ to 13 years = 3 points • 13+ to 14 years = 4 points • 14+ years = 5 points	
R.2	More than five (5) years of experience in analyzing functional requirements, procedures and decision flows. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	

	- Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
R.3	More than five (5) years of experience in defining and documenting interfaces of manual to automated operations with sub-systems, to external systems and between new and existing (legacy) systems. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	
Total Points Available		15		
Minimum Pass Mark		10		

2.10 B.1 - Business Analyst – Level 3

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed Business Analyst – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	Experience, in excess of M.1, performing business analyses of functional requirements to identify information, procedures, decision flows and documenting statements of requirements. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	/5	• 0 to 10 years = 0 points • 10+ to 11 years = 1 point • 11+ to 12 years = 2 points • 12+ to 13 years = 3 points • 13+ to 14 years = 4 points • 14+ years = 5 points	

R.2	More than five (5) years of experience evaluating procedures and methods, identifying and documenting items such as, but not limited to, database content, structure and application subsystems. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	
Total Points Available		10		
Minimum Pass Mark		7		

2.11 B.6 - Business System Analyst – Level 3

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed Business System Analyst – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	Experience, in excess of M.1, performing business analyses of functional requirements to identify information, procedures, and decision flows. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 10 years = 0 points • 10+ to 11 years = 1 point • 11+ to 12 years = 2 points • 12+ to 13 years = 3 points • 13+ to 14 years = 4 points • 14+ years = 5 points	
R.2	More than five (5) years of experience evaluating procedures and methods, identifying and documenting items such as, but not limited to, database content, structure and application subsystems. For each project referenced*, the Contractor should provide the following details including but not limited to:	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	

	- Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
R.3	More than five (5) years of experience, within the last ten (10) years prior to the TA issuance date, performing facilitation activities during requirements gathering in conjunction with the business clients, partners and project team members to ensure business process components are properly identified and documented. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	
Total Points Available		15		
Minimum Pass Mark		10		

2.12 B.6 - Business System Analyst – Level 2

Name of proposed Resource: ____________________________________

The Contractor SHOULD demonstrate that the proposed Business System Analyst – Level 2 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	Experience, in excess of M.1, performing business analyses of functional requirements to identify information, procedures, and decision flows. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	
R.2	More than three (3) years of experience evaluating procedures and methods, identifying and documenting items such as, but not limited to, database content, structure and application subsystems. For each project referenced*, the Contractor should provide the following details including but not limited to:	**/5**	• 0 to 3 years = 0 points • 3+ to 4 years = 1 point • 4+ to 5 years = 2 points • 5+ to 6 years = 3 points • 6+ to 7 years = 4 points • 7+ years = 5 points	

	- Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
R.3	More than three (3) years of experience, within the last ten (10) years prior to the TA issuance date, performing facilitation activities during requirements gathering in conjunction with the business clients, partners and project team members to ensure business process components are properly identified and documented. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 3 years = 0 points • 3+ to 4 years = 1 point • 4+ to 5 years = 2 points • 5+ to 6 years = 3 points • 6+ to 7 years = 4 points • 7+ years = 5 points	
Total Points Available		15		
Minimum Pass Mark		10		

2.13 A.13 - Web Designer – Level 2

Name of proposed Resource: ___________________________________

The Contractor SHOULD demonstrate that the proposed Web Designer – Level 2 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	A minimum of five (5) years in completing initiatives that support Web Content Accessibility Guidelines. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	
R.2	A minimum of five (5) years in completing initiatives that support Web Content Accessibility Guidelines for web applications. For each project referenced*, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	

	- Description of the roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 6 months duration to be considered.			
Total Points Available		10		
Minimum Pass Mark		7		

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
47419-206529
Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA

2. Branch or Directorate / Direction générale ou Direction: ISTB

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail: Pro Services - IT professional services.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
☑	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada		NATO / OTAN		Foreign / Étranger	
PROTECTED A / PROTÉGÉ A	☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ	☐	PROTECTED A / PROTÉGÉ A	☐
PROTECTED B / PROTÉGÉ B	☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	☐	PROTECTED B / PROTÉGÉ B	☐
PROTECTED C / PROTÉGÉ C	☑	NATO CONFIDENTIAL / NATO CONFIDENTIEL	☐	PROTECTED C / PROTÉGÉ C	☐
CONFIDENTIAL / CONFIDENTIEL	☑	NATO SECRET / NATO SECRET	☐	CONFIDENTIAL / CONFIDENTIEL	☐
SECRET / SECRET	☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET	☐	SECRET / SECRET	☐
TOP SECRET / TRÈS SECRET	☐			TOP SECRET / TRÈS SECRET	☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT)	☐

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PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET– SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ______________________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No / Non ☐ Yes / Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted? ☑ No / Non ☐ Yes / Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? ☑ No / Non ☐ Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No / Non ☐ Yes / Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No / Non ☐ Yes / Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

[illegible] the Access to Information Act
ATIC - Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat 47419-206529
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Tony Utano		Title - Titre Executive Director	Signature X
Telephone No. - N° de téléphone 613-858-4710	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel antonio.utano@cbsa-asfc.gc.ca	Date March 6/19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sean Daniel		Title - Titre Physical Security Advisor	Signature
Telephone No. - N° de téléphone 343 291 5295	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Sean.daniel@cbsa-asfc.gc.ca	Date 7 March 2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No Non ☒ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Francis Lapalme		Title - Titre A/Supply Team Leader	Signature Lapalme, Francis Digitally signed by Lapalme, Francis Date: 2019.08.07 15:55:47 -04'00'
Telephone No. - N° de téléphone 613-858-9912	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel francis.lapalme@tpsgc-pwgsc.gc.ca	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.02 13:38:31 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

Security Requirement Checklist (SRCL) Supplemental Security Guide

Multiple Levels of Personnel Screening: Security Classification Guide **To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.**			
Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Reliability	A.8 – System Analyst – Level 3	**No Restrictions**	N/A
Reliability	B.14 Technical Writer - Level 3	**No Restrictions**	N/A
Reliability	B.14 Technical Writer - Level 2	**No Restrictions**	N/A
Reliability	I.11 – Technology Architect - Level 3	**No Restrictions**	N/A
Reliability	P.5 – Project Executive - Level 3	**No Restrictions**	N/A
Reliability	A.1 – Application/Software Architect - Level 3	**No Restrictions**	N/A
Reliability	A.6 – Programmer/Software Developer - Level 3	**No Restrictions**	N/A
Reliability	A.6 – Programmer/Software Developer - Level 2	**No Restrictions**	N/A
Reliability	I.7 – Platform Analyst – Level 3	**No Restrictions**	N/A
Reliability	B.1 – Business Analyst - Level 3	**No Restrictions**	N/A
Reliability	B.6 – Business Systems Analyst - Level 3	**No Restrictions**	N/A
Reliability	B.6 – Business Systems Analyst - Level 2	**No Restrictions**	N/A
Reliability	A.13. Web Designer - Level 2	**No Restrictions**	N/A
Secret	A.8 – System Analyst – Level 3	**No Restrictions**	N/A

Security Requirement Checklist (SRCL) Supplemental Security Guide

Secret	B.14 Technical Writer - Level 3	**No Restrictions**	N/A
Secret	B.14 Technical Writer - Level 2	**No Restrictions**	N/A
Secret	I.11 – Technology Architect - Level 3	**No Restrictions**	N/A
Secret	P.5 – Project Executive - Level 3	**No Restrictions**	N/A
Secret	A.1 – Application/Software Architect - Level 3	**No Restrictions**	N/A
Secret	A.6 – Programmer/Software Developer - Level 3	**No Restrictions**	N/A
Secret	A.6 – Programmer/Software Developer - Level 2	**No Restrictions**	N/A
Secret	I.7 – Platform Analyst – Level 3	**No Restrictions**	N/A
Secret	B.1 – Business Analyst - Level 3	**No Restrictions**	N/A
Secret	B.6 – Business Systems Analyst - Level 3	**No Restrictions**	N/A
Secret	B.6 – Business Systems Analyst - Level 2	**No Restrictions**	N/A
Secret	A.13. Web Designer - Level 2	**No Restrictions**	N/A

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires
THIS DOCUMENT CONTAINS SECURITY REQUIREMENTS

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
855508735PG0003
Dalian Enterprises and Coradix Technology Consulting, in Joint Venture
222 Somerset Street West
Suite 500
Ottawa
Ontario
K2P2G3
Canada

Title - Sujet
TBIPS for BASD (Workstream 2)

Contract No. - N° du contrat
47419-206529/002/EL

Date
2019-08-26

Client Reference No. - N° de référence du client
1000346529

Requisition No. - N° de la demande
47419-206529

File No. - N° de dossier
632el.47419-206529

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
CC 192070000, Fund 2001 ,
Functional Area 30700

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Other - Autre Specified herein - Précisé dans les présentes

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
Vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Lapalme, Francis

Buyer Id - Id de l'acheteur
632el

Telephone No. - N° de téléphone
(613) 858-9912 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$496,386.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

CIPA - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information.

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List of Annexes to the Resulting Contract:

Annex A - Statement of Work

Appendix A to Annex A - Tasking Assessment Procedure
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Appendix C to Annex A - Resources Assessment Criteria and Response Table
Appendix D to Annex A - Certifications at the TA stage

Annex B – Basis of Payment
Annex C - Security Requirements Check List

1. Requirement

(a) DALIAN Enterprises Inc. and CORADIX Technology Consulting Ltd. in Joint Venture, TEAM DALIAN (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(c) **Form and Content of draft Task Authorization**:

(i) The Project Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the categories of resources and the number required;

(D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(E) the start and completion dates;

(F) any option(s) to extend initial end date (if applicable);

(G) milestone dates for deliverables and payments (if applicable);

- (H) the number of person-days of effort required;
- (I) whether the work requires on-site activities and the location;
- (J) the language profile of the resources required;
- (K) the level of security clearance required of resources;
- (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
- (M) any other constraints that might affect the completion of the task.

(d) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Project Authority, within 3 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

- (i) To be validly issued, a TA must include the following signatures:
  - (A) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by:
    - (1) the Project Authority; and
    - (2) a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA.
  - (B) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:
    - (1) the Project Authority; and
    - (2) a representative from the Strategic Procurement and Material Management Division (SPMMD) of CBSA; and
    - (3) the Contracting Authority.

  Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports**:

- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

  (A) 1st quarter: April 1 to June 30;

  (B) 2nd quarter: July 1 to September 30;

  (C) 3rd quarter: October 1 to December 31; and

  (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

  (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

  (B) a title or a brief description of each authorized task;

  (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

  (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

  (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

  (F) the start and completion date for each authorized task; and

  (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

  (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

  (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(g) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

  (i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

  (ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

- (i) for default;
- (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
- (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

(i) 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

   (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

   (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

The following Supplemental General Conditions:

- (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;
- (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (iii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information;

apply to and form part of the Contract.

5. Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

(a) The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

(b) The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET, granted or approved by CISD/PWGSC.

(c) The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

(d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

(e) The Contractor must comply with the provisions of the:

  (i) Security Requirements Check List and security guide, attached at Annex C;

  (ii) Industrial Security Manual (Latest Edition).

(f) Additional Security Requirement

  (i) The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

  (ii) If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

  (iii) The credit check and fingerprinting*, if required, will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian and International Industrial Security Directorate" (CIISD).

  (iv) Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

  (v) *Fees are applicable. Fingerprinting, if required, will be at the Contractor's cost.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

  (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two years later; and

  (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Francis Lapalme
Title: A/Supply Team Leader
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington Street, Gatineau, Québec
Telephone: 613-858-9912
E-mail address: francis.lapalme@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Project Authority

The Project Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director, Business Application Systems Directorate
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

In his/her absence, the Project Authority for the Contract is:

Name: Kien Hien Tsang
Title: Director, Information, Science and Technology Branch
Organization: Canada Border Services Agency
Address: 333 North River Road, Ottawa, Ontario K1A 0L8
Telephone: 343-291-7413
E-mail address: hienkien.tsang@cbsa-asfc.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

(c) **Contractor's Representative**

Name:
Title: Vice-President
Organization: DALIAN Enterprises Inc.
Address: 500-222 Somerset Street West, Ottawa, Ontario K2P 2G3
Telephone:
Email address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iv) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(v) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

 (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

 (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

 (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

  (A) when it is 75 percent committed, or

  (B) 4 months before the contract expiry date, or

  (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

 whichever comes first.

 (iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

 (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

 (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

 (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

 (ii) all such documents have been verified by Canada; and

 (iii) the Work delivered has been accepted by Canada.

(e) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(f) **Payment Credits**

 (i) **Failure to Provide Resource**:

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

(A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

(B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

(C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:

(1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(g) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Project Authority, and a copy to the Contracting Authority.

11. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

(b) **SACC Manual Clauses**

(h) SACC Manual Clause A3000C (2014-11-27), Aboriginal Business Certification

(ii) SACC Manual Clause A3060C (2008-05-12), Canadian Content Certification

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

  (iii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information.

(c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;

(d) Annex A, Statement of Work, including its Appendices as follows;

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated June 28, 2019.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

  (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

  (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

  (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

  (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Joint Venture Contractor

(a) The Contractor confirms that the name of the joint venture is DALIAN Enterprises Inc. and CORADIX Technology Consulting Ltd. in Joint Venture, Team DALIAN and that it is comprised of the following members:

- *DALIAN Enterprises Inc.*
- *CORADIX Technology Consulting Ltd.*

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i) DALIAN Enterprises Inc. has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

(ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii) all payments made by Canada to the representative member will act as a release by all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

19. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the

replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

20. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

23. Government Property

Canada agrees to supply the Contractor with the items listed in article **8.0 Client Support** of the Statement of Work. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

24. Transition Services at End of Contract Period

The Contractor agrees to execute the transition tasks identified within the Task Authorizations (if applicable), in the period leading up to the end of the Contract Period, and it will make all reasonable efforts to assist Canada in the transition from the Contractor to a new contract with another supplier.

25. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

(SEE ATTACHED DOCUMENT)

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Project Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 3 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which

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activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Project Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(SEE ATTACHED DOCUMENT)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

(SEE ATTACHED DOCUMENT)

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

_____________________________________ _________________

Print name of authorized individual & sign above Date

5. NON-DISCLOSURE AGREEMENT

I, _____________________ (name of proposed resource), recognize that in the course of my work as an employee or subcontractor of _________________ (name of contractor), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. ______________ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Canada Border Services Agency, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _________________.

_____________________________________ _________________

Print name of proposed resource & sign above Date

ANNEX B
BASIS OF PAYMENT

WORKSTREAM 2

INITIAL CONTRACT PERIOD (2 YEARS)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
C.1 – Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	

OPTION YEAR 1 (1 YEAR)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
C.1 – Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	

OPTION YEAR 2 (1 YEAR)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
C.1 – Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	

OPTION YEAR 3 (1 YEAR)		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
C.1 – Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(SEE ATTACHED DOCUMENT)

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ANNEX A

STATEMENT OF WORK

1.0 Title

Informatics Professional Services for Canada Border Services Information Technology Projects in the National Capital Area (NCA)

2.0 Objective

The Business Application Systems Directorate (BASD) of the Canada Border Services Agency (CBSA) requires a variety of Information Management (IM)/Information Technology (IT) professional resource services with knowledge and experience supporting and assisting with Government of Canada business application systems/security system projects.

The purpose of these services is to augment capacity in the planning and execution of departmental IM/IT initiatives managed by the Information, Science and Technology Branch (ISTB) team on an as and when required basis.

IM/IT expertise and support services are required to provide expert level advice and thought leadership in specific technologies, processes, applications, and integrated programs interdepartmentally and with other stakeholders accountable for IM/IT initiatives. This includes, but is not limited to, implementation suggestions, identification of road maps for way forward, expertise/guidance on evolving technologies/mandates and risk initiatives, and IT/IM professional services on critical business application and security systems on an as and when required basis. This will ensure a third party independent view required to provide feedback, monitoring and expertise/recommendations to ensure the technology component of projects progresses as required.

3.0 Background

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. CBSA manages this priority through its design, development, implementation and ongoing support of IM/IT tools and systems at the Agency, while maintaining the integrity and availability of all technology infrastructures and applications.

ISTB provides technology leadership of corporate business applications and IT programs at CBSA. ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives.

BASD is responsible for the development, production support and maintenance of critical business systems, emerging technologies and critical infrastructure initiatives. These initiatives include, but are not limited to, critical systems, emerging technologies, infrastructure support, evolving platforms, security protocols and applications that serve as common components for internal and external stakeholders. As well, BASD is accountable for the design, development and delivery of enterprise and corporate IT/IM solutions and infrastructure in support of CBSA's mandate.

BASD manages IM/IT initiatives such as, but not limited to:

1. The Agency SAP Corporate System
2. Electronic Data Warehouse and Business Intelligence systems/reporting
3. Business Process Automation, Business to Business Integration and Customs Electronic Commerce Platform
4. Administrative and Corporate Applications
5. New and Emerging IM/IT security and corporate system technologies
6. Infrastructure and evolving new IM/IT initiatives

BASD is responsible for:

- Development, maintenance and / or support of IT application solutions; and
- Development and / or maintenance of IT application solutions related to travellers, enterprise and common services, commercial and corporate.

The directorate is organized into divisions:

- The Commercial Systems Division provides the System Development Lifecycle services in support of commercial projects: eManifest and Trusted Traders. The division is also responsible for the production support of the TITAN and Commercial Portal Systems. Key divisional activities include:
    - Providing the planning, analysis, design, development, and implementation of commercial systems solutions in support of the emerging commercial program;
    - Serving as the focal point of all IT development associated with commercial eManifest and Trusted Traders projects;
    - Prioritizing and promoting IT development initiatives with end-users and other IT management areas;
    - Managing overall IT project lifecycle coordination for commercial eManifest and Trusted Traders projects and accountable for their delivery; and
    - Acting as a liaison between our commercial business clients and other Branch IT areas.
- The Common and Corporate Systems Division is responsible for the development, production support and maintenance of multiple diverse and innovative applications and solutions which include mission critical technology systems as well as applications that provide a common foundation to ISTB colleagues, internal and external stakeholders. The division is also responsible for the design, development and delivery of Enterprise Common and Corporate solutions in order to meet the Agency and Branch demands and priorities. Key divisional activities include:
    - Providing the planning, analysis, design, development, and implementation of enterprise and corporate applications in support of common and corporate programs and administrative functions across the Agency;

  - Deliver enterprise and corporate capabilities that are functional components which perform common tasks identified within the requirements of various business initiatives;
  - Promote reusability through established CBSA best practices and standards by meeting the overlapping needs of the various projects and removing the need for each initiative or project to fund and build these redundant components;
  - Serving as the technical focal point for all IT development projects related to common and corporate functions and activities;
  - Serving as Technical Leaders for Common and Corporate application releases which includes developing System Use Cases, Detailed Design Documents, participating in SEM reviews and other development related documentation;
  - Prioritizing and promoting IT development initiatives with end-users and other IT management areas;
  - Coordinating the procurement of commercial off-the-shelf (COTS) software products and IT hardware needed to meet the business requirements outlined by common and corporate initiatives;
  - Providing maintenance and production support for a wide-range of common and corporate applications;
  - Monitoring and support of systems in production; and
  - Analyzing and impacting production Problem Reports and Change Requests.

- The Enforcement Systems Division is responsible for a suite of mission critical applications created to assist the CBSA in meeting its mandate of supporting security and public safety priorities while facilitating the free flow of persons and goods. The division's applications share critical enforcement information with a variety of internal and external governments, agencies and missions abroad. Information sharing includes: Lookouts, Enforcement Actions, Passage History, API / PNR, Secret information (Secure systems), Wants and Warrants, Currency Seizures, Drug Seizures, and Flight Arrival/Departure Details. Key divisional activities include:
  - Maintaining technology systems to assess in the efficient and secure entry of travellers into Canada;
  - Collecting, analyzing and disseminating information necessary to identify and react to risk at the Canadian border crossings;
  - Sharing and reporting on collected information with external users such as the United States border services agencies, other security agencies such as the Royal Canadian Mounted Police, and other government departments;
  - Providing an automated facility for the compilation and sharing of intelligence case information on individuals and organizations that are known or suspected to be a potential border risk;
  - Providing a library of enforcement information for use by Intelligence and Enforcement staff and Border Services Officers across the country;
  - Developing and maintaining query systems across multiple enforcement and intelligence data repositories;

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  - Performing HR management in the areas of staffing, performance, coaching and training;
  - Maintaining client relationships by way of regular meetings, consultations, reporting; and
  - Ad hoc reporting in support of the Internal Audit function.

- The Travellers Systems Division is responsible for the analysis, design, development, testing, maintenance, and production support (some are 24 / 7, on call) of CBSA systems used to expedite and facilitate travellers entering Canada. Key divisional activities include:
  - Providing tools that can be used to perform automated risk assessments to facilitate the efficient and secure entry of travellers and conveyance into Canada;
  - Maintaining application that uses technology such as self-help kiosks, Document Readers, Iris Scanners, License Plate Readers, RFID, Facial Recognition, and Fingerprints Verifications;
  - Developing and maintaining joint technology systems with the United States, other government departments and private industry to expedite processing of trusted and regular travellers at border crossings such as PIK (Primary Inspection Kiosk), Nexus, ABC (Automated Border Clearance), EDL (Electronic Driver's License), Mobile IPIL;
  - Providing designated users with a single consolidated view of all previous traveller passages captured within the Integrated Customs System;
  - Developing and maintaining a variety of distributed applications that support both border services operations;
  - Developing and maintaining a variety of mobile applications to enhance the experience and expedite traveller's processing at port of entries;
  - Developing and maintaining enterprise components that support service Oriented architecture; and
  - Supporting the direction of the Government of Canada to adopt the use of emerging technologies (such as Cloud, Mobile computing, Enterprise Building Blocks Solutions).

- The Enterprise and Emerging Technologies Division is responsible for the introduction, management and coordination of enterprise and emerging technologies (such as cloud, mobile, artificial intelligence and biometrics). The division is also responsible to managing Centres of Excellence and Competency Centres in support of these technologies to ensure that they are systematically and methodically. Further, the division is responsible for outreach and development of partnerships internationally (B5), nationally (across Canada) and internally to other government departments and agencies to further the Agencies. Key divisional activities include:
  - Providing the planning, analysis, design, development, and implementation of enterprise and emerging technologies;
  - Mobile Centre of Excellence;
  - Cloud Competency Centre;
  - Artificial Intelligence and Biometrics; and
  - Partnership and Outreach (internationally, nationally and internally).

The key to successful project implementation is adherence to effective delivery principles and active communication. Working with various partners, such as Shared Services Canada (SSC), CBSA ensures all required IM/IT initiatives are strategically aligned with operational requirements and are delivered on time, on budget and in accordance with project objectives. CBSA is seeking IM/IT professional services on an as and when required basis to provide critical key support for these initiatives.

4.0 Scope of the Work

The Contractor must provide IM/IT professional services in support of various CBSA projects within the BASD and in accordance with best practices. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

The work to be performed will be on an "as and when requested" basis as initiated through the issuance of Task Authorizations. Task Authorizations may be issued for any of the following resource categories:

Workstream 2:

RESOURCE CATEGORY	LEVEL OF EXPERTISE
C.1 Strategic Information Technology Security Planning and Protection Consultant	Level 3

5.0 Tasks

The following resource category will be responsible for, but not be limited to, doing the following:

Workstream 2:

C.1 – Strategic Information Technology Security Planning and Protection Consultant – Level 3

- Review, analyze, and/or apply the Information Technology (IT) Security Policies, Procedures and Guidelines of International government, Federal, Provincial or Territorial government;
- Review, analyze, and apply the best practices, national or international computer law and ethics, IT Security architecture, and IT Security Risk Management Methodology;
- Develop vision papers delineating the way ahead to ensure that IT Security and cyber protection are business enablers;
- Conduct business function analysis and business impact assessments;
- Brief senior managers;
- Provide strategic assessments on technology trends and emerging technologies;
- Provide IT Security strategic planning and advice;
- Conduct feasibility studies, technology assessments and cost-benefit analyses, and propose system implementation plans for IT Security;
- Develop advanced R&D policy/strategy;

- Collect, collate and prioritize client IT Security and Information Infrastructure Protection requirements;
- Evaluate and assist in the selection of enterprise-wide technology tools;
- Review and prioritize IT Security and Information Infrastructure Protection programs;
- Develop strategic IT Security architecture vision, strategies and designs using the Business Transformation Enablement Program (BTEP) methodology and the Government Strategic Reference Model (GSRM);
- Develop IT Security programs and service designs using the following GSRM models: Program Logic Model, Program and Service Alignment Model, Service Integration and Accountability Model, State Transition Model, Information Model and Performance Model; and
- Develop and deliver training material relevant to the resource category.

6.0 Deliverables

The Contractor must be able to provide the following Deliverables based on the Task Authorization issued, which can include, but is not limited to:

- Written and verbal advice;
- Issues papers/Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. Monthly Progress Reports);
- Management Action Plans;
- Work plans for specific initiatives;
- Business Cases;
- Business Planning, including risk planning and risk analysis, Risk Management Plans, and Statement of Requirements;
- Tracking against plans – including level of effort and resource estimation as part of IM/IT business planning;
- Trend Analyses;
- Fit/Gap Analyses;
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Synthesis report of facilitated meetings;
- Activity reports;
- Project Management Plans and project documentation such as Project Schedules, Lessons Learned, Progress Reports, Deficiency Reports, Project Forecasts, Road Maps; and Post Project Review Reports; and
- Conversation notes, design documentation, change management documentation, site inspection reports and other Work requested under the Task Authorization.

The level of support versus management services provided by the Contractor's resources for items listed above will vary depending on the needs of the project.

Deliverables to be submitted in hard and soft copies in the appropriate software formats (e.g. MS Project or MS Office Suite applications as identified by the Project Authority). All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, BASD will provide the Contractor with the required forms and templates to meet these standards.

There may be a requirement for the Contractor's resources to access information available exclusively at Canada's facilities in the NCA. All documents developed and/or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval and signature (as required). All Work under this Contract must be accessible to the Project Authority at all times.

7.0 TECHNICAL ENVIRONMENT

The technical environment at BASD includes several technologies including, but not limited to:

- IBM DB2 on UNIX
- IBM PureData
- IBM Infosphere Suite
- IBM InfoSphere Change Data Capture
- IBM Infosphere Data Architect
- IBM SPSS
- IBM SPSS Modeler Server
- IBM Cognos Framework Manager
- IBM Cognos Business Intelligence Transformer
- IBM Cognos Administration
- IBM Cognos PowerPlay Studio
- IBM Cognos Software Development Kit
- SQL
- Sybase
- XML
- R
- Python
- ArcGIS
- MS Office
- Oracle JAVA
- SAP
- New and emerging technologies and software
- Any other IM/IT software application utilized within CBSA

8.0 Client Support

The Client will provide all documentation and information necessary for the Work.

CBSA will provide the resources with a workstation, computer and telephones, email address (where applicable and available) and all necessary materials to perform their functions. Some resources may be required to work off-site, which may require the use of a CBSA laptop or other computer.
CBSA will provide, subject to normal security requirements, and only to the specified resource personnel, access to identified databases or applications resident on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

9.0 Work Location

The Contractor’s resources will be required to work onsite at CBSA site offices in the NCA.

10.0 Travel

No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCA.

[illegible] - Released under the Access to Information Act
ATIP - Divulgation en vertu de la loi sur l'Accès à l'information.

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. Nº de l'autorisation de tâches (AT) :	Commitment No. Nº de l'engagement :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis
rategic Information Technology Security Planning and Protection Consultant -			

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(S) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage :	n/a
Work Location(s) / Lieu(x) de travail :	

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif

C.1 – Strategic Information Technology Security Pl					$0.00
C.1 – Strategic Information Technology Security Pl					$0.00
Estimated Cost / Coût estimatif					**$0.00**
Total Estimated Cost / Coût total estimatif					**$0.00**
Check applicable Basis of Payment / Cocher la Base de Paiement applicable :		Maximum Price / Prix Maximum :	☐	Firm Price / Prix Ferme :	☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the Technical Authority, the representative from the SPMMD of CBSA and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $300,000. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, l'autorité technique, le représentant de la DAGBS de l'ASFC et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est $300,000. Lorsque la valeur de l'AT et ses modifications (excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation,

Name of Technical Authority / Nom de l'autorité technique

Date

Name of Contracting Authority / Nom de l'autorité contractante

Date

Signature

Signature

Name of the representative from the SPMMD of CBSA / Nom d'un représentant de la DAGBS de l'ASFC

Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

[illegible] - Released under the Access to Information Act
AIPRP - Divulgation en vertu de la Loi sur l'Accès à l'information.

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

WORKSTREAM 2

1.0 MANDATORY RESOURCE REQUIREMENTS

1.1 C.1 - Strategic Information Technology Security Planning and Protection Consultant – Level 3

Name of proposed Resource: ________________________________

The Contractor MUST demonstrate that the proposed Strategic Information Technology Security Planning and Protection Consultant – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response		
		INSERT PAGE # OF RESUME	Met	Not Met
M.1	A minimum of seven (7) years of experience in completing initiatives that support an IT Security and Cyber Protection program. For each project referenced, the Contractor should provide the following details including but not limited to: - Name and description of client organization; - Scope, objectives, and project time frame; and - Description of the roles and responsibilities of the proposed resource.			
M.2	A college or university degree or post-secondary diploma in Information Technology, Computer Science, Electrical Engineering, Engineering Management or Geochemistry. **The Contractor should provide a readable copy of the degree/diploma in English or French with its response.**			

2.0 RATED RESOURCE REQUIREMENTS

2.1 C.1 - Strategic Information Technology Security Planning and Protection Consultant – Level 3

Name of proposed Resource: ____________________________________

The Contractor SHOULD demonstrate that the proposed Strategic Information Technology Security Planning and Protection Consultant – Level 3 has:

Criteria	Rated Requirement	Maximum Points	Point Allocation	Substantiating Information, Cross Reference to Proposal
R.1	Experience, in excess of M.1, in completing initiatives that support an IT Security and Cyber Protection program. For each referenced project, the Contractor should provide the following project details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource.	**/5**	• 0 to 7 years = 0 points • 7+ to 8 years = 1 point • 8+ to 9 years = 2 points • 9+ to 10 years = 3 points • 10+ to 11 years = 4 points • 11+ years = 5 points	

R.2	More than five (5) years of experience in the development of one or any combination of the following security programs and postures: - Biometrics - RFID - access control - mobile security For each referenced project*, the Contractor should provide the following project details including but not limited to: - Name and description of client organization; - Scope, objectives, project time frame; and - Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 3 months duration to be considered.	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	
R.3	More than five (5) years of experience, within the last ten (10) years prior to the TA issuance date, performing facilitation activities during requirements gathering in conjunction with the business clients, partners and project team members to ensure business process components are properly identified and documented. For each project referenced*, the Contractor should provide the following project details including but not limited to: - Name & description of client organization; - Scope, objectives, project time frame; and	**/5**	• 0 to 5 years = 0 points • 5+ to 6 years = 1 point • 6+ to 7 years = 2 points • 7+ to 8 years = 3 points • 8+ to 9 years = 4 points • 9+ years = 5 points	

	- Description of the project, roles and responsibilities of the proposed resource. *Each project referenced must be a minimum of 3 months duration to be considered.			
Total Points Available		15		
Minimum Pass Mark		10		

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SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA

2. Branch or Directorate / Direction générale ou Direction: ISTB

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail: Pro Services - IT professional services.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No Non ☐ Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No Non ☑ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No Non ☐ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
☑	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada	NATO / OTAN	Foreign / Étranger
PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☑	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ChSA - [illegible] under the Access to Information Act
ASTC - Divulgation en vertu de la loi sur l'Accès à l'information.

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PART A *(continued)* / PARTIE A *(suite)*

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No Non ☐ Yes Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET– SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ______

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No Non ☐ Yes Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No Non ☐ Yes Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No Non ☐ Yes Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No Non ☐ Yes Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No Non ☐ Yes Oui

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PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☑ No Non ☐ Yes Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☑ No Non ☐ Yes Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Tony Utano	Title - Titre Executive Director	Signature X	
Telephone No. - N° de téléphone 613-858-4710	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel antonio.utano@cbsa-asfc.gc.ca	Date March 6/19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Sean Daniel	Title - Titre Physical Security Adv.	Signature	
Telephone No. - N° de téléphone 343 291 5295	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Sean.daniel@cbsa-asfc.gc.ca	Date 7 March 2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No Non ☒ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Francis Lapalme	Title - Titre A/Supply Team Leader	Signature	
Telephone No. - N° de téléphone 613-858-9912	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel francis.lapalme@tpsgc-pwgsc.gc.ca	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.02 13:38:31 -05'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

Contract Number:	Amendment Number:	Buyer ID:
47419-206529/002/EL		632EL

Security Requirement Checklist (SRCL) Supplemental Security Guide

Multiple Levels of Personnel Screening: Security Classification Guide

To be completed in addition to SRCL question 10.a) when multiple levels of personnel screening are therein identified. Indicate which personnel screening levels are required for which portions of the work/access involved in the contract.

Level of Personnel Clearance (e.g. Reliability, Secret)	Position / Description/Task	Access to sites and/or information. Levels of Information to be accessed.	Citizenship Restriction (if any)
Reliability	C.1 Strategic Information Technology Security Planning and Protection Consultant - Level 3	**No Restrictions**	N/A
Secret	C.1 Strategic Information Technology Security Planning and Protection Consultant - Level 3	**No Restrictions**	N/A

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL
Division/Services professionnels en informatique -
division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
869631606PG0001
EMERION
368 Dalhousie Street
Suite 200
Ottawa
Ontario
K1N7G3
Canada

Title - Sujet
TBIPS IT Services EDW & BI

Contract No. - N° du contrat
47419-223800/001/EL

Date
2019-07-08

Client Reference No. - N° de référence du client
1000343800

Requisition No. - N° de la demande
47419-223800

File No. - N° de dossier
637el.47419-223800

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
192060080 2001/30700

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Bitsene, Marlene

Buyer Id - Id de l'acheteur
637el

Telephone No. - N° de téléphone
(613) 858-9976 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$2,745,050.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

FOR CONTRACTS AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS)

A.7 PROGRAMMER ANALYST (COGNOS DEVELOPER) – LEVEL 3
I.11 TECHNOLOGY ARCHITECT (DATA WAREHOUSE) – LEVEL 2
I.3 DATABASE ANALYST (EDW & BI) – LEVEL 3
I.5 IM ARCHITECT (EDW & BI) – LEVEL 3
P.9 PROJECT MANAGER – LEVEL 2

FOR
CANADA BORDER SERVICES AGENCY (CBSA)

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List of Annexes to the Resulting Contract:
Annex A Statement of Work
Annex B Basis of Payment
Annex C Security Requirements Check List

CBSA - released under the Access to Information Act
ASFC - Divulgé en vertu de la Loi sur l'Accès à l'information.

1. Requirement

(a) Emerion (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency.

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

- (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.
- (ii) When a Task Authorization is issued, Canada will use a rotational method to allocate the draft Task Authorizations where the rotation is based on the ranking obtained by the Contractor during the Bid Solicitation.
- (iii) Canada will send the first TA to the first ranked Contractor, the second TA to the second ranked Contractor. This rotational process will be repeated for each subsequent series of TAs issued by Canada.
- (iv) The Contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.
- (v) If the Contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the next-ranked Contractor. In the event that Canada determines the proposed

resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada may, at its entire discretion request that the Contractor propose another resource and the Contractor will have the time set out in the subparagraph "Contractor's Response to Draft Task Authorization" to respond. If the Contractor fails to respond on time or Canada determines that the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, the draft TA will be forwarded to the next-ranked Contractor.

(vi) If the Contractor refuses a TA or fails to submit a valid response, the dollar value of the TA may be subtracted from the dollar value of the Contractor's Contract and may be re-allocated, at the Contracting Authority's sole discretion, in whole or in part, to the other contractors in that same Workstream.

(vii) The process of sending out a draft TA will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(viii) Any of the contractors may advise the Technical Authority and the Contracting Authority in writing that it is unable to carry out additional tasks as a result of previous commitments under one or more TAs issued under this series of contracts, and no draft TA will be sent to that contractor until that contractor has given notice in writing to the Technical Authority and the Contracting Authority that it is again available to perform additional tasks.

(ix) If it is found that the allocation process described at part (ii) above has resulted in the award of a disproportionate dollar value of work between the Contractors, the Contractors agree that Canada, in its sole discretion, may deviate from the allocation process and issue TAs in the manner required to re-establish a proportional allocation.

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A,B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B of Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the categories of resources and the number required;

(D) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(E) the start and completion dates;

(F) any option(s) to extend initial end date (if applicable);

(G) milestone dates for deliverables and payments (if applicable);

(H) the number of person-days of effort required;

(I) whether the work requires on-site activities and the location;

(J) the language profile of the resources required;

(K) the level of security clearance required of resources;

(L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(M) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to 300,000.00 (excluding Applicable Taxes), the TA must be signed by the Technical Authority; and

(ii) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex A.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

  apply to and form part of the Contract.

5. Security Requirement

The following security requirements (SRCL # 19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABLITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.

3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor must comply with the provisions of the:
   a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
   b. *Industrial Security Manual* (Latest Edition).

ADDITIONAL CBSA SECURITY REQUIREMENT:

(a) The CBSA, will conduct its own personnel Reliability Status assessment on the recommended Bidder and its personnel as per the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the "Policy on Government Security – Personnel Security Standard", irrespective of whether such assessment has already been conducted under any such policies. Reliability Status assessment conducted by the CBSA will include a credit check performed by an authorized secure official with CBSA's "Personnel Security Screening Section"(PSSS), which is independent of the Public Works and Government Services Canada's (PWGSC), "Canadian Industrial Security Directorate" (CISD) and the "International Industrial Security Directorate" (IISD).

(b) For each proposed resources, the Bidder should submit a complete signed original TBS 330-23 Form – Personnel Screening Consent and Authorization (https://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.asp) with their bid. If not provided with the bid, the Bidder must provide it upon request and in the timeframe stated by the Contracting Authority (prior to Contract Award).

(c) Until the credit check, fingerprinting and all other security screening processes required by this Request for Proposal have been completed and the recommended Bidder and the proposed personnel is deemed suitable by the CBSA, no contract will be awarded and the recommended Bidder personnel will not be permitted access to Protected / Classified information or assets, and will not be permitted to enter sites where such information or assets are kept.

(d) In the event the recommended Bidder is not deemed suitable following the security screening process required by the CBSA, the said recommended Bidder's bid will be deemed non-compliant and the next ranked Bidder will be contacted. If only one bid was obtained and the recommended Bidder does not meet the security requirement, then, the Contracting Authority will determine the next steps in order to ensure all requirements are met.

*Fees are applicable. Fingerprinting will be at the Bidder's cost.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

- (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends two years later; and
- (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional two-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Marlene Bitsene
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 11 Laurier St., Gatineau, Québec
Telephone: 613-858-9976
E-mail address: marlene.bitsene@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Nathalie Gaul
Title: Manager, Enterprise Data Warehouse & Business Intelligence
Organization: Canada Border Services Agency (CBSA)
Address: 333 North River Road
Tower A, 7th floor
Ottawa, ON K1A 0L8
Telephone: (343) 291-5306 OR (613) 218-7962 (cell)
E-mail address: nathalie.gaul@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and] is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative**

Name:
Title: Director, Business Development
Address: 368 Dalhousie Street, Suite 200 Ottawa, Ontario K1N 7G3
Telephone:
Facsimile:
E-mail address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Travel and Living Expenses – National Joint Council Travel Directive** The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. The Contractor will be paid for actual time spent travelling in accordance with the firm per diem rate set out in Annex B which per diem is based on a 7.5-hour workday.

(iv) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(vi) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are included and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment - Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work performed has been accepted by Canada.

(d) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the

TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(e) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(f) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- (i) Visa Acquisition Card;
- (ii) MasterCard Acquisition Card;
- (iii) Direct Deposit (Domestic and International);
- (iv) Electronic Data Interchange (EDI);
- (v) Wire Transfer (International Only);
- (vi) Large Value Transfer System (LVTS) (Over $25M)

(g) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(h) **Payment Credits**

- (i) **Failure to Provide Resource**:
  - (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
  - (B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
  - (C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
    - (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or

[illegible] - Released under the Access to Information Act
ATIP - Divulgation en vertu de la Loi sur l'Accès à l'information.

(2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(i) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original and one copy of each invoice to the Technical Authority's paying office (CBSA Finance), and a copy to the Contracting Authority.

(e) All invoices must be submitted by e-mail on a monthly basis at the following address:

Email: vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries. Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

(f) Direct Deposit:
The Government of Canada will soon be phasing out federal government cheques; Businesses that supply goods and services to the Government of Canada are strongly encouraged to enrol in direct deposit for account payable.

The Contractor is to contact ca-ci@cbsa-asfc.gc.ca to obtain additional information regarding direct deposit enrolment process and the steps to be followed.

***IMPORTANT NOTE:* If the Contractor omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

11. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

- (ii) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;

(d) Annex A, Statement of Work, including its Appendices as follows;

- (i) Appendix A to Annex A - Tasking Assessment Procedure;
- (ii) Appendix B to Annex A - Task Authorization (TA) Form;
- (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
- (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated April 18, 2019.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
  - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The

[illegible] - Released under the Access to Information Act
AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore

Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

20. Reporting Requirements

The Contractor must provide status reports and any other reports as and when requested by the Technical Authority through the issuance of a Task Authorization. The Contractor must also provide the Periodic Task Authorization Usage Reports to the Contracting Authority on a quarterly basis in accordance with article 7.2 (g)

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and

experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Implementation

(a) **Implementation of Professional Services**: If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

23. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

Enterprise Data Warehouse and Business Intelligence for the Procurement of IT Professional Services

1. INTRODUCTION

Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods.

Under this mandate, CBSA enables effective and efficient administration and operation of border management and its internal operation through the design, development, implementation and ongoing support of innovative tools and solutions.

The Information, Science and Technology Branch (ISTB) provides technology leadership of business applications in support of CBSA's strategic priorities including administrative and corporate programs of the Agency. It ensures effective delivery of technology products, applications and services to meet business needs, while ensuring integrity and availability of all technology infrastructures.

Organizational readiness and stability allows the Agency to achieve its mandate, deliver on its priorities and adapt to an evolving business environment. Investing in a modern IT infrastructure, introducing innovative productivity tools and administrative applications allows CBSA to maintain a high standard of service delivery and improve efficiencies.

To that end, the Common and Corporate Systems Division (CCSD) is responsible for the development, production support and maintenance of innovative business applications. These include mission critical and high-availability systems as well as applications that serve as common components for internal and external stakeholders. The division is also responsible for the design, development and delivery of enterprise and corporate solutions in support of CBSA's mandate and priorities.

Key divisional activities include:

- Providing the planning, analysis, design, development, and implementation of enterprise and corporate applications in support of common and corporate programs and administrative functions across the Agency;
- Promote reusability through established CBSA best practices and standards by meeting the overlapping needs of the various IT projects, thus eliminating the need for each initiative or project to fund and build these common components;
- Serving as the center of expertise for all IT development projects related to common and corporate business programs, functions and activities;
- Serving as Technical Leaders for common and corporate application releases and upgrades which includes developing System Use Cases, Detailed Design Documents, participating in System Engineering Method (SEM) reviews and other development related documentation;
- Prioritizing and promoting IT development initiatives with end-users and other IT management areas;
- Coordinating the procurement, integration and ongoing support of commercial off-the-shelf (COTS) software products and IT hardware needed to meet the business requirements;
- Providing maintenance and production support for a wide-range of common and corporate

applications.

The Common and Corporate Systems Division is composed of four sections. The mandate of each section is explained below.

1. Enterprise Data Warehouse and Business Intelligence (EDW & BI)

The EDW and BI section is responsible for the development of Business Intelligence and Mining solutions of the Canada Border Services Agency's data warehouse and all its components. Key activities include, analysis, design and acquisition of source data for reporting purposes. The data warehouse is the main source of information for report generation, analysis, and presentation through ad-hoc reports, portals, and executive dashboards.

2. Business Process Automation (BPA), Business to Business (B2B) Integration and Customs Enterprise Commerce Platform (CECP)

The BPA, B2B integration and CECP section is comprised of four units.

The B2Bi and CECP units consist of the B2Bi development team (supporting B2B services), the CECP development team (supporting the development of the CECP set of applications), and the B2Bi support team (providing client support of both the B2B and CECP applications and services). These units specialize in application development of enterprise-level Web and Enterprise Data Exchange based services (EDI). These services provide the capability to manage data exchange between external organizations, and CBSA internal applications and services. This team maintains critical COTS and custom products that directly support enterprise applications.

As for the Business Process Automation (BPA) team, they specialize in software development and maintenance of various line-of-business critical and non-critical COTS and custom applications that meet the specific needs of our corporate clients.

3. Administrative and Corporate Applications

The mandate of the Administrative and Corporate Application section is to lead the design, development, integration and ongoing support of the administrative and corporate applications for a multitude of clients. These systems provide direct support of key and common functions performed across every GoC departments and agencies such as, ministerial correspondence, access to information, communication services, property management, document and records management, etc. These include both customized and commercial off-the-shelf software products.

4. SAP Technical Competency Centre (SAP TCC)

The SAP Technical Competency Centre is composed of subject matter experts responsible for the development and integration of SAP-based solutions for the Agency. This includes direction, technical advice and ongoing support of SAP-based applications and underlying technical infrastructure. The SAP TCC is also responsible for maintaining the operational aspects needed for the applications to function properly and also has responsibility for the design, testing and improvement of applications that form part of SAP application portfolio.

Line-of-Business Applications and Tools

The Common and Corporate Systems Division (CCSD) is responsible for the development, integration, implementation and ongoing support of numerous line-of-business applications and systems. A list of current applications including commercial-off-the-shelf software products with an indication of the primary development languages is provided below:

Applications / Systems / COTS	Development Languages
Access to Information	COTS
Accounts Receivable Ledger	ABAP
AIS Help Desk	ASP
ANCILE uPerform (SAP Productivity Pak)	COTS
Apollo - Electronic Document and Records Management System (GCDOCS)	COTS
Articulate Storyline	COTS
Automated Personal Security Screening	MS Access, VBA
Business Warehouse	ABAP
CA Clarity	COTS
CBSA Intranet	ASP, HTML, JAVASCRIPT, XML
CBSA Wiki	COTS
Central Course Registration System	ASP
Communications Portal	ASP
Consolidated Management Reporting System	Cognos Framework Manager V10.2
Consolidated Management Reporting System Enterprise Data Warehouse	Cognos Framework Manager V10.2
Correspondence Tracking System	COTS
Customs Electronic Commerce Platform	Java, C++ , Visual Basic 6.0, Various Scripting Languages, PERL, DB2 Stored Procedures, Spring Framework
Customs Electronic Commerce Platform - Query & Data Viewing Utility	Microsoft Visual Basic V6, DB2 Stored Procedures
Customs Interest Calculation Program	Java 1.6 / Spring 1.2 / HTML / Javascript / CSS
Customs Internet Gateway	Java
Customs Officer Scheduling System	MS Access 2000
Customs Query	Java
Directory of Offices	Java, JavaScript
Enforcement Library	Smalltalk
Global Case Management System (GCMS) Printing Solution	N/A
Global Query Component	Java
Incident Management Reporting System	Java 6, Flex 3.4.1, Adobe LiveCycle ES4
Integrated Border Query	Java
Integrated Customs Enforcement System	PowerScript

Intelligence Management System	Smalltalk
Interdiction and Border Alerting Service	Java
Internal Placement Process	Java 1.6 / Hibernate 4.1 / Spring 3.1 / HTML / Javascript
Marine Domain Awareness (MDA) Watchkeeper	COTS
MEI-B2B - Administration and Configuration Web Application	Java, Jersey
MEI-B2B - Electronic Data Interchange (EDI) Gateway	BPML, Java
MEI-B2B - Tracking Service	Java
MEI-B2B - Web Services Gateway	Java
Occurrence Reporting System	Smalltalk
Personnel Security Screening System	Java 1.7, Spring 4.1, Hibernate 4.2
Question Mark	COTS
Recourse Content Management System – Enforcement	Java 6, Flex 4.6
Recourse Content Management System – Trade	Java 6, Flex 4.6, Adobe LiveCycle, Cognos Reporting
Revenue Ledger	ABAP
Salary Forecasting System	COTS
SAP Process Orchestrator	Java
SAP Solution Manager	ABAP
System Access Management	ASP, JavaScript, CSS
Teammate Audit Management	COTS
Trade Compliance Management System	Java
Virtual Learning Environment	COTS
Work Order Database	ASP, JavaScript, CSS

Existing and Upcoming Projects and Initiatives

Besides the ongoing maintenance and operational support of existing line-of-business applications and systems, CCSD is currently leading multiple projects to further enhance and deliver new capabilities and services across the Agency. These include but are not limited to:

a) Development and implementation of a Port of Entry Management System (POEMS) designed to produce daily shift schedules. The application will also allow front line management to track daily events, disseminate administrative information and broadcast the daily schedule.

b) Replacement and enhancement of the existing Recourse Content Management System (RCMS) Trade, RCMS Enforcement and Incident Management Reporting System (IMRS) due to an urgent need to change front-end interface technology.

c) Integration, implementation and ongoing support of a COTS software product that will accept data from the Public Service Commission's GC Jobs and permit CBSA staffing employees to manage selection and appointment processes. This project is referred to the HR Integrated Staffing Solution (ISS).

d) Integration of the Accounts Receivable Ledger (ARL) and the Revenue Ledger systems into the CBSA Assessment and Revenue Management (CARM) application.

e) Integration of B2B into the CBSA Assessment and Revenue Management (CARM) application.

f) CBSA is working on a Planning, Forecasting and Budgeting initiative based on a SAP Business

Warehouse (BW), Business Planning & Consolidation and Business Objects platform extracting Corporate Administration System (CAS) data from Canada Revenue Agency (CRA) and also from Account Receivable Ledger (ARL). The scope of the project was expanded to include additional CRA CAS-HR and CBSA Salary Forecasting System data as well as providing extended reporting capability. The project was amended to include construction and migration of the SAP BW information assets and applications to an appliance-based SAP-HANA database.

g) Development and implementation of any B2B and/or EDW BI work that could be required for the Passenger Protect Program. The Passenger Protect Program works with air carriers to screen commercial passenger flights to, from and within Canada in order to protect safety at home and abroad.

Technical Environments

a) SAP Enterprise Resource Planning (ERP)

- The SAP Enterprise Central Component (ECC) technical environment is an Enterprise level, 3 tiered ABAP version 6.00 EHP5 hosted on Windows 2008 server R2 and Sybase database. The system configuration is based on a 6 server landscape including a Sandbox, Development, Quality Assurance, Volume, Training and Production systems.
- The SAP Process Orchestration technical environment is Enterprise level, 3 tiered Java hosted on Windows 2008 server R2 with Sybase database.
- The SAP Solution Manager technical environment is Enterprise level, 3 tiered ABAP and Java hosted on Windows 2008 server R2 with Sybase database.
- The SAP Business Warehouse (BW) technical environment is Enterprise level 3-tier ABAP hosted on Windows 2008 server R2 with Sybase database. The system configuration is based on a 4 server landscape including a Sandbox, Development, Quality Assurance and Production system. The components are: SAP_BW, BI_CONT and BPC with ICM using HTTP/HTTPS connectivity through SAP Web Dispatcher.
- Other technical characteristics:
  - SAP BASIS
  - SAP HANA
  - SAP PSCD
  - SAP FI
  - SAP Process Orchestration (SAP PO)
  - SAP NetWeaver Development Infrastructure
  - SAP NetWeaver Development Studio
  - SAP Solution Manager
  - SAP BusinessObjects
  - SAP Security Authorizations
  - SAP NetWeaver BI
  - SAP Human Capital Management (HCM)
  - SAP Redwood Scheduler
  - ANCILE uPerform (SAP Productivity Pak)
  - PowerShell scripting
  - Linux
  - Unix

b) Business to Business (B2B) and CECP

The Canada Border Services Agency (CBSA) processes an immense number of electronic information with external Trading partners as part of its mandate. The Common & Corporate Services Division (CCSD) implemented Multi-Enterprise Integration (MEI) also known as Business-to-Business

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integration solutions (B2B). B2B integration is an enterprise capability meant to facilitate the capture and sharing of electronic information exchanged between CBSA, Participating Government Agencies (PGAs) / Other Government Departments (OGDs), and private enterprise upon a common centralized integration model. The Business to Business foundational components providing the CBSA with a technological communications hub that allows IT systems belonging to one organization to communicate with the systems of another organization, while minimizing costly changes for either system. The B2B/CECP technical environment consists of:

- Extensible Markup Language (XML)
  - XML Schema Definition (XSD)
  - Document Type Definition (DTD)
  - XPATH
  - XSLT
  - Xquery

- Java
  - IBM Rational Software Architect:
  - Eclipse 3.x and 4.x IDE
  - J2EE (WebSphere)
  - JMS (WebsphereMQ)
  - WebSphere Application Server (WAS)
  - JDBC and Hibernate
  - Spring and Spring Integration Framework
  - Jersey
  - ANT, Apache Maven, SVN, git
  - IBM DataPower
  - GatewayScript
  - Multi-protocol Adapters
  - IBM Transformation Extender Maps
  - IBM Integration Bus (IIB)

- Communication Protocols
  - File Transfer Protocol (FTP)
  - Hypertext Transfer Protocol (HTTP)
  - Simple Mail Transfer Protocol (SMTP)
  - Managed File Transfer including PWGSC's MSFT solution

- Service Oriented Architecture (SOA)
  - Simple Object Access Protocol (SOAP)
  - Web Service, Representational State Transfer (REST)
  - WS-Security
  - SSL, TLS

- Electronic Data Interchange (EDI)
  - ANSI X.12
  - EDIFACT
  - IATA Standards
  - World Customs Organization (WCO) Data Model
  - Financial, Transportation data models

- Interoperability & Integration
  - Web Services standards – SOAP and REST
  - Web Services Definition Language (WSDL)
  - Business Rules Management Solution
  - Enterprise Service Bus
  - Encryption/Decryption

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    - CA-Idm/SM
    - Request/Response

c) Business Process Automation (BPA)

  - Java

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- Hibernate 4.1
- Spring 3.1
- Spring Integration Framework
- HTML5
- JavaScript
- Adobe Flex 3.4.1 and 4
- Adobe LiveCycle ES4
- Adobe Designer ES4
- Adobe Experience Manager (AEM)
- PowerScript

d) Enterprise Data Warehouse (EDW) & Business Intelligence (BI)

- Cognos 10.2 BI Suite
    - IBM Cognos Report Studio
    - IBM Cognos Analysis Studio
    - IBM Cognos Query Studio
    - IBM Cognos Transformer
    - IBM Cognos Framework Manager
- Database ETL (Extract, Transform, Load) techniques and tools
- DB2 DBMS
- IBM WebSphere DataStage
- DataStage ETL
- IBM DB2 RDBMS (Relational Database Management System)
- erwin Data Modeler
- IBM IDA
- IBM Pure Data
- IBM InfoSphere Information Server Suite

e) Office Productivity Suite and Tools

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Office Suite (Word, Excel, PowerPoint)
- Microsoft Visio
- Microsoft Project
- Internet Explorer
- Microsoft Access
- OpenText GCDocs

f) Operating Systems

- Unix
- Linux
- Microsoft Windows 7
- Microsoft Windows 10
- OS/360

g) Other development tools and programming languages

- Smalltalk object-oriented language
- Business Process Modeling Language (BPML)

2. REQUIREMENTS

The Enterprise Data Warehouse and Business Intelligence (EDW & BI) section has requirements for informatics professional resources as outlined in Table A-1 below, to fulfill different roles and perform a wide range of tasks. These resources will work on existing and upcoming CBSA IT projects and will also provide operational support for the upkeep of line-of-business applications identified earlier. The tasks for each resource requirement are described below.

The Contractor must provide these TBIPS resource categories to work with CCSD employees and other contractor supplied resources, on an "as and when requested" basis as initiated through Task Authorizations (TA's).

Table A-1

TBIPS Reference	Resource Category	Experience Level 1, 2 or 3	Estimated Number of Resources
A.7	Programmer/Analyst (COGNOS Developer)	3	3
I.11	Technology Architect (Data Warehouse)	2	3
I.3	Database Analyst (EDW & BI)	3	2
I.5	Information Management Architect (EDW & BI)	3	3
P.9	Project Manager	2	2
TOTAL			**13**

3. DELIVERABLES

For each Task Authorization (TA) that is issued against this contract, the Contractor must provide various deliverables and other related documents as specified in the respective TA.

4. CONSTRAINTS

4.1 Regular Meetings

The Contractor's selected resource must meet with the Technical Authority or his/her representative on a priority basis or as requested to discuss any issues associated with the provision of the required services. These meetings will be at no additional cost.

4.2 Work Guidance

The resource will work under the guidance of the Technical Authority or his/her representative.

4.3 Status Reports

The Contractor must provide the Status reports as detailed within the Task Authorization.

4.4 Support Resources

The CBSA will provide a workstation, email and system access.

4.5 Normal Working Hours

Work must be performed during core business hours between 7:00 – 18:00, Monday to Friday. From time to time, operational support may be required outside core business hours. It is also important to note that some resources will be required on a part-time basis. Working hours including the need for after-hour support will be identified in each TA.

4.6 Work Location

It is anticipated that the majority of the work associated with each TA will be carried out on-site at CBSA facilities in the National Capital Region (NCR). The Contractor may be required to attend meetings at CBSA and at key GoC stakeholder locations.

4.7 Travel Requirement

There is no travel requirement expected outside the NCR. If travel is required outside the NCR, it will be identified in the TA. All expenses for travel within the NCR are to be paid by the Contractor.

4.8 Language Requirements

The resource must be able to communicate with ease and effectively in English, both orally and written. There may be a requirement from time to time for a resource to conduct business in the French language and have acceptable bilingual capability. Language requirements will be identified in each TA.

5. RESOURCE TASKS AND DELIVERABLES

The following are the tasks, skills and deliverables associated with each resource requirement. Tasks and deliverables will be further specified in each Task Authorization (TA).

TBIPS Category:	**A.7 Programmer/Analyst (COGNOS Developer)**
Experience Level:	**Level 3**

Tasks

Tasks and responsibilities could include but not limited to:

1. Create and modify application code
2. Create and modify screens and reports
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
4. Design methods and procedures for small computer systems, and sub-system of larger systems

5. Develop, test and implement small computer systems, and sub-systems of larger systems
6. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
7. Produce analysis documents, requirements documents, work estimates and design documents for business intelligence deliverables such as cubes, reports and packages
8. Assist with the review and redesign of legacy corporate reporting information assets, including providing recommendations and guidance to consolidate and/or develop these information assets to improve ease of use, readability and other functionality
9. Develop and implement Business Intelligence software deliverables of varying complexity using COGNOS 10.2 BI Suite tools
10. Design, test and deploy complex solutions using IBM COGNOS Report Studio to meet business requirements
11. Provide information sessions for knowledge transfer, mentoring or troubleshooting to other Cognos developers and stakeholders.

Specialties and Skills

Specialties could include but not limited to:

a) Cognos 10.2 BI Suite:
    i. IBM Cognos Report Studio
    ii. IBM Cognos Analysis Studio
    iii. IBM Cognos Query Studio
    iv. IBM Cognos Transformer
    v. IBM Cognos Framework Manager

b) Database ETL (Extract, Transform, Load) techniques and tools

c) DB2 DBMS

d) Microsoft Office Suite (Word, Excel, PowerPoint)

e) Microsoft Visio

f) Microsoft Project

g) Internet Explorer

Deliverables

Deliverables could include but not limited to:

a) Analysis documents, functional and technical requirements documents, and design documents for business intelligence deliverables such as cubes, report and packages

b) Cognos Framework Manager Models and packages

c) Cognos reports, cubes, analyses, packages

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d) Forms, manuals, programs, data files, and procedures for system and/or applications

e) Design, support and procedural documents to support all software deliverables

f) Provide information sessions for knowledge transfer, mentoring or troubleshooting to other Cognos developers and stakeholders of the assigned work, supported by documentation

g) Monthly status reports of the work performed.

TBIPS Category: **I.11 Technology Architect (Data Warehouse)**

Experience Level: **Level 2**

Tasks

Tasks and responsibilities could include but not limited to:

1. Develop technical architectures, frameworks and strategies to meet the business and application requirements for a large-scale data warehousing initiative in an ETL (Extract, Transform and Load) environment
2. Identify the business, IT and application policies and requirements that drive out a particular solution
3. Ensure the integration of all aspects of technology solutions are consistent with the stated vision
4. Perform impact analysis by required due dates of applicable technology changes when requested
5. Provide ETL, DataStage and applicable support to applications and/or technical support teams in the proper application of existing infrastructure
6. Review in-house or developed application and program design or technical infrastructure design to ensure adherence to enterprise and development standards and to recommend performance improvements to stakeholders
7. Assess the feasibility of migrating from the current state to the target business architecture and enabling technologies and identify the risks associated with migrating to the target business architecture and technologies and make recommendations for risk mitigation
8. Manage the development and implementation of an architectural improvement plan (strategic architecture plan for warehouse)
9. Ensure ETL technical alignment with the ETL Development Standards amongst major departmental projects for Data Warehouse
10. Develop ETL best practices, standards, templates and methodologies in a DataStage environment in accordance with DataStage standards and ETL Development standards or Industry standards
11. Implement Configuration Management controls to ensure quality and supportability of the resulting Data Warehouse (DW)/Data Management (DM) environments while adhering to the Iterative Methodology
12. Review Business Intelligence (BI) client requirements documentation such as BRD and BUC

13. Define and assist with ETL tool installation, configuration and integration strategies

14. Automate data feeds from external third party sources outside the organization as required

15. Participate in the design, development and testing of ETL jobs, scripts and routines in accordance with the Service Lifecycle Management Framework

16. Develop the ETL requirements and formulate the ETL architecture document that would require modification to any changes made

17. Participate in ERWin and IDA model reviews

18. Shred XML Data into relational tables using DataStage

19. Develop and maintain an integrated ETL architecture

20. Develop detailed development plans

21. Perform code walkthroughs

22. Develop ETL specifications and ETL design diagrams

23. Define ETL metadata capture solution

24. Define primary and secondary data captures strategies for internal and external data sources

25. Provide advice to developers and designers

26. Coach, mentor and train ETL designers and developers to perform any of the above.

Specialties and Skills

Specialties could include but not limited to:

a) IBM WebSphere DataStage
b) DataStage ETL
c) IBM DB2 RDBMS (Relational Database Management System)
d) Unix
e) Linux
f) ERWin Data Modeler
g) IBM IDA
h) IBM Pure Data
i) IBM InfoSphere Information Server Suite
j) Cognos Report Net
k) IBM Cognos 10 BI Report Studio
l) IBM Cognos 8 or 10 Data Manager/Decision Stream (ETL)
m) IBM Cognos 8 or 10 Framework Manager (Metadata Modeling)

n) IBM Cognos 8 BI Modeling

o) IBM Cognos 8 OLAP Modeling – Transformer

p) PL/SQL

Deliverables

Deliverables could include but not limited to:

a) Weekly progress reports

b) Provide impact documents in (Word or Excel or pdf) format which include detailed technical tasks to be completed as well as level of effort required to complete these tasks, assumptions and dependencies

c) Provide option analysis documents as requested

d) Develop EL requirements and formulate ETL architecture.

TBIPS Category: **I.3 Database Analyst (EDW & BI)**

Experience Level: **Level 3**

Tasks

Tasks and responsibilities could include but not limited to:

1. Develop a comprehensive understanding of Data Warehouse processes and content
2. Provide support, develop and present DW/BI strategies, roadmaps and project plans
3. Develop complex SQL queries incorporating inner joins, outer joins, aggregates, unions, sub-queries, group by, where clause, having clause, triggers, cursors, views, XML query function and other advanced SQL fundamentals and utilize SQL expertise to support and assist Data Modelers, Data Warehouse Analysts, Testers and End Users
4. Provide input with BI/DW database performance and design related issues
5. Provide support to develop an Enterprise Data Warehouse model; including logical model integration of data from multiple subject areas and use Kimball Methodology (dimensional models integrated via conformed dimensions)
6. Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements
7. Develop and implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database
8. Mediates and resolves conflicts among users' needs for data
9. Advise programmers, analysts, and users about the efficient use of data
10. Provide input into Data Warehouse design decisions
11. Examine data available in existing data source and collect statistics about that data
12. Write source to target mappings
13. Work within the Service Lifecycle Management Framework.

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Specialties and Skills

Specialties could include but not limited to:

a) IBM InfoSphere DataStage
b) IBM InfoSphere Information Server (Metadata Workbench, Business Glossary, Information Analyzer)
c) IBM DB2 LUW
d) IBM/zOS DB2
e) IBM Puredata for Analytics
f) Unix
g) Linux
h) ERWin Data Modeler
i) IBM Data Architect
j) IBM Cognos
k) IBM SPSS
l) IBM Change Data Capture
m) Microsoft SQL
n) XML
o) Microsoft Office Suite (Word, Excel, PowerPoint)
p) Microsoft VISIO
q) JIRA
r) Kimball Methodology

Deliverables

Deliverables could include but not limited to:

a) Analysis documents, functional and technical requirements documents, and design documents for business intelligence deliverables such as cubes, report and package
b) Examine data available in existing data source and collect statistics and information about that data via data profiling
c) Develop complex SQL Queries incorporating inner joins, outer joins, aggregates, unions, sub-queries, group by, where clause, having clause, triggers, cursors, views, XML query functions and other advanced SQL fundamentals
d) Reconcile between source data and data within the data warehouse
e) Translate business requirements into specification documents
f) Provide input to Data Warehouse Database Design decisions
g) Write documentation in support of TASKS above as required
h) Status and progress reports provided weekly and/or monthly.

TBIPS Category: **I.5 Information Management Architect (EDW & BI)**

Experience Level: **Level 3**

Tasks

Tasks and responsibilities could include but not limited to:

1. Analyse existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration
2. Develop and document detailed statements of requirements and gather Business Intelligence (BI) requirements
3. Evaluate existing IM policies, procedures and methods, identify and document new processes and develop implementation strategies and plans to support the implementation of Open Information and Open Data
4. Develop and define IM strategies required to address data governance and data management in the following areas: data quality, data security, data shareability, meta data, data architecture and data integration
5. Organize and lead, or facilitate, consultation meetings with IM Specialists and business subject matter experts to assess the feasibility of their Open Data requirements and provide advice on data sharing and data management to achieve Open Government Directive compliance
6. Apply a structured business and data architecture approach and methodology for capturing the key views of various projects
7. Review and provide feedback on existing architecture
8. Define linkage between data elements shared between line-of-business applications and the Data Warehouse using the current Data Warehouse metadata toolset – IBM InfoSphere Metadata Workbench and Business Glossary
9. Provide expert advice in defining new business requirements and opportunities to apply efficient and effective solutions across all pillars in traditional BI /Reporting
10. Provide training and guidance of knowledge acquired through work and research to junior staff who are working on various projects, which includes transfer of knowledge
11. Liaise with pillar business and IT representatives to assess program needs
12. Analyze and document Data Warehouse data within the current Data Warehouse metadata toolset – IBM InfoSphere Metadata Workbench and Business Glossary
13. Perform cost/benefit analysis of implementing new processes and solutions
14. Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies
15. Analyze and document end-user request for improvements or alterations
16. Prepare briefing material and presentations for senior management
17. Communicate with stakeholders to define requirements
18. Provide input into data warehouse design decisions
19. Develop complex SQL queries
20. Examine data available in existing data source and collect statistics about that data

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21. Build and maintain data inventory
22. Work within the Service Lifecycle Management Framework (SLMF).

Specialties and Skills

Specialties could include but not limited to:

a) IBM InfoSphere DataStage
b) IBM InfoSphere Information Server (Metadata Workbench, Business Glossary, Information Analyzer)
c) IBM DB2 LUW
d) IBM/zOS DB2
e) IBM Puredata for Analytics
f) Unix
g) Linux
h) ERWin Data Modeler
i) IBM Data Architect
j) IBM Cognos
k) IBM SPSS
l) IBM Change Data Capture
m) MS SQL
n) XML
o) Microsoft Office Suite (Word, Excel, PowerPoint)
p) Microsoft VISIO
q) JIRA
r) Kimball Methodology

Deliverables

Deliverables could include but not limited to:

a) Analysis documents, functional and technical requirements documents, and design documents for business intelligence deliverables such as cubes, report and package
b) Detailed business requirements documents for use by IT stakeholders in designing and constructing reporting solutions
c) Quality Assurance plans to guide testers
d) Options Analysis documents
e) Risk Dashboard business requirements document
f) Written and verbal summaries of meetings with stakeholders
g) Provide status and progress reports

h) Analyze and document end-user request for improvements or alterations
i) Develop Architecture & Design Specifications documents to lead development team
j) Develop Design/System Requirements Traceability Matrix
k) Create Primary Data Acquisition Specifications
l) Track project report and issues in JIRA
m) Create ETL Specifications
n) Perform Architecture and Design presentations to the senior management and RMC committees
o) Develop complex SQL queries.

TBIPS Category: **P.9 Project Manager**
Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Assist project management personnel, team leads, technical subject matter experts, end users in project coordination and managing tasks spanning across the organization and other government agencies/departments
2. Create, maintain, review and update relevant project documentation and artifacts
3. Maintain documentation on departmental Electronic Document and Records Management Solution (EDRMS)
4. Track and monitor project change requests
5. Provide regular input to periodically update release schedules, project timelines, financial forecasts and other estimates related to a subset of the overall project deliverables
6. Use various desktop tools and office automation software products
7. Communicate orally and in writing with project personnel, technical subject matter experts, team leads and end users on various matters related to projects and various undertakings
8. In collaboration with Project/Team Leads, Portfolio Service Management, document project objectives, budgetary requirements, timeline, roles and responsibilities of team members, deliverables, constraints, etc.
9. Assist and support Team/Project Leader in coordinating projects activities during the development and implementation phases
10. Assist and support Team/Project Leader in managing releases and upgrades to existing applications
11. Ensure project deliverables are on time, within budget and meet client expectations
12. Notify management when issues arise and consult team for corrective actions
13. Identify and monitor risks and constraints
14. Review, monitor and comment on project activities, deliverables and timelines

15. Identify and report to Team/Project Leader any issues and risks
16. Provide regular status reports
17. Participate in reviews and walkthroughs with project team members
18. Organize, lead and facilitate meetings, including the creation of agendas, preparation of material and maintain record of decisions
19. Prepare presentations using MS PowerPoint
20. Prepare schedules using MS Project.

Specialties / Skills

Specialties could include but not limited to:

a) Project Management Professional (PMP) certification or PRINCE2 Practitioner certification
b) PMBOK standards and guidelines
c) Microsoft Project
d) ITIL (Information Technology Infrastructure Library) or ITSM (Information Technology Service Management) certification
e) Microsoft Office Suite (Word, Excel, PowerPoint)
f) Microsoft Visio
g) Adobe Acrobat
h) Project management methodologies
i) Risk management practices
j) Strong written and verbal communication skills.

Deliverables

Deliverables could include but not limited to:

a) Project Overview
b) Impact Statement
c) Constraints and Assumptions
d) Financial Summary
e) Project Approach
f) Project Organization
g) Work Breakdown Structure (WBS)
h) Preliminary Estimates
i) Project Schedule
j) Coordinate the review and provide feedback on Test Plans, Scripts and Use Case
k) Coordinate the review and provide feedback on Architecture Variance

l) Coordinate the review and provide feedback on Business Context Models such as Business Use Case (BUC) models

m) Coordinate the review and provide feedback on Preliminary Options Analysis (POA)

n) Coordinate the review and provide feedback on Conceptual System Design (CSD)

o) Coordinate the review and provide feedback on Technical Design Document (TDD)

p) Coordinate the review and provide feedback on Development Strategy

q) Review documentation according to CBSA's set of best practices, standards and methodologies

r) Prepare Progress and Status Reports including presentations

s) Risk and Issue tracking.

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor [in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations".] Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

    (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

    (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

    (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

    (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

    (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

    (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which

activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM

(*Provided under separate cover*)

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APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Mandatory and Point Rated Resource Assessment Criteria:

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1. A.7 Programmer/Analyst (Cognos Developer) – Level 3

TBIPS Category: A.7 Programmer/Analyst (Cognos Developer) – Level 3

Name of Resource:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience, within the last 15 years, working as a Programmer Analyst. The proposed resource must have performed at least 6 of the 11 tasks listed in the Statement of Work. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, in: • analyzing and elaborating Business Intelligence (BI) business requirements and information models • producing detailed functional specifications; and • developing the associated Cognos Framework Manager Models (version 8 or later)		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, producing Cognos (version 8 or later) BI reports and Dashboards.		
MT4	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, producing Cognos (version 8 or later) PowerPlay and Analysis Studio cubes.		
MT5	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, developing complex SQL queries*.		

	*complex SQL queries contain joins across many tables and several nested conditions.		
MT6	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, using or designing dimensional data models.		

TBIPS Category: A.7 Programmer/Analyst (Cognos Developer) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT1	The bidder should demonstrate that the proposed resource has experience creating business information views.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
RT2	The bidder should demonstrate that the proposed resource has experience providing technical analysis and advice for the design of performance scorecard solutions.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
RT3	The bidder should demonstrate that the proposed resource has experience analyzing and proposing Business Intelligence solutions which include any of the following: • Advanced Analytics • Unstructured Text Analytics • Trend Analysis • Forecasting • Event Monitoring	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	

TBIPS Category: A.7 Programmer/Analyst (Cognos Developer) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT4	The bidder should demonstrate that the proposed resource has experience providing Business Intelligence solutions with IBM Cognos TM1.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
RT5	The bidder should demonstrate that the proposed resource has experience developing Dynamic cubes using Cognos Cube Designer.	1 to 2 years = 3 points 2+ years = 6 points	6	
RT6	The bidder should demonstrate that the proposed resource has experience modeling DMR (Dynamically Modeled Relational) Packages.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
		Total Available points:	36	
		Minimum Total Overall Points Required to be declared responsive:	21	
		Total achieved:		

2. I.11 Technology Architect (Data Warehouse) – Level 2

TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Technology Architect in a Data Warehouse development environment. The proposed resource must have performed at least 15 of the 26 tasks listed in the Statement of Work. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, implementing data warehousing in an Extract, Transform and Load (ETL) environment.		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, using IBM InfoSphere DataStage (8.0) or higher as the primary tool to acquire data from a Database Management System. Example: Loading Mainframe, Sybase, SQL Server (or data source equivalent) source into a Data Warehouse environment.		
MT4	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, scripting within a Unix environment.		
MT5	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, with the IBM DB2 RDBMS (Relational Database Management		

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TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	System) in an IBM Infosphere DataStage environment.		
MT6	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, shredding XML data types into a Data Warehouse environment.		

TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	**Rated Technical Criteria**	**Scoring Methodology**	**Points Max**	**Cross Reference to proposal (Page #)**
RT1	The bidder should demonstrate that the proposed resource has experience working as an IBM Infosphere DataStage ETL Architect in a Data Warehousing environment developing complex* ETL jobs, scripts and/or routines to feed relational and dimensional (star schema) data repositories and resolving ETL performance issues. *complex is defined as a job, script or routine which: 1) Has two or more join stages or transformer stages 2) Has data sources with two or more transformation rules.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	

TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT2	The bidder should demonstrate that the proposed resource has experience as an ETL Architect defining source, target and staging data repositories.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
RT3	The bidder should demonstrate that the proposed resource has experience as an ETL Architect defining data transformation processes.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
RT4	The bidder should demonstrate that the proposed resource has experience as an ETL Architect defining volumetric, hardware and software requirements and configurations.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
RT5	The bidder should demonstrate that the proposed resource has experience developing ETL coding standards and ETL development best practices.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
RT6	The bidder should demonstrate that the proposed resource has experience using ETL Source to Target Mapping documentation, and ETL High Level and Detailed ETL Design documentation, and IBM Infosphere DataStage job documentation.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	

TBIPS Category: I.11 Technology Architect (Data Warehouse) – Level 2

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT7	The bidder should demonstrate that the proposed resource has obtained the following certifications: • IBM Certified Specialist – PureData System for Analytics • IBM Certified Solution Architect A copy of the certification(s) must be provided at bid closing.	Note: Each certification is worth 3 points for a maximum of 6 points • IBM Certified Specialist PureData System for Analytics = 3 points • IBM Certified Solution Architect = 3 points	6	
		Total Available points:	42	
		Minimum Total Overall Points Required to be declared responsive:	25	
		Total achieved:		

3. I.3 Database Analyst (EDW & BI) – Level 3

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience working as a Database Analyst. The proposed resource must have performed at least 7 of the 13 tasks listed in the Statement of Work. Tasks must include the following functions: • Providing input to Data Warehouse Database Design decisions • Data Profiling • Development of complex SQL queries* *complex SQL queries contain joins across many tables and several nested conditions. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 15 years, with large-scale* Data Warehousing projects using the Kimball Methodology (dimensional models integrated via conformed dimensions). *Large-scale: • Scope spans two or more functional areas and locations (Headquarters, regions, points of entry, program areas, branches/directorates/divisions, etc.) • Serving 300 concurrent users or more at any given time.		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in the last 15 years, developing and implementing		

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	Mandatory Technical (MT) Criteria	Bidder's Response	
		Demonstrated Experience (Contractor to Insert Data)	Insert Page # of Resume
	applications using MS-SQL, including experience with: • SQL Profiler • SQL Analysis Services • SQL Reporting Services • SQL Optimizer		
MT4	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years collecting, analysing and managing business requirements related to the following types of enterprise information delivery and reporting initiatives: • Corporate Reporting • Data Warehousing • Business Intelligence		

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT1	The bidder should demonstrate that the proposed resource has experience in analyzing and addressing Data Warehousing and Business Intelligence performance-related issues.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT2	The bidder should demonstrate that the proposed resource has experience using and developing DW	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	applications using IBM InfoSphere DataStage.			
RT3	The bidder should demonstrate that the proposed resource has experience using and developing DW applications using IBM DB2.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT4	The bidder should demonstrate that the proposed resource has experience using and developing DW applications using IBM Data Architect.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT5	The bidder should demonstrate that the proposed resource has experience using and developing DW applications using IBM Cognos BI.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT6	The bidder should demonstrate that the proposed resource has experience using and developing DW applications using IBM Puredata or PostgreSQL.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT7	The bidder should demonstrate that the proposed resource has obtained the following certifications: • IBM Certified Specialist – PureData System for Analytics • Certified Business Intelligence Professional (CBIP) • IBM Certified Solution Developer	Note: Each certification is worth 3 points for a maximum of 9 points • IBM Certified Specialist - PureData System for Analytics = 3 points • CBIP = 3 points • IBM Certified Solution Developer = 3 points	9	

TBIPS Category: I.3 Database Analyst (EDW & BI) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	A copy of the certification(s) must be provided at bid closing.			
		Total Available points:	45	
		Minimum Total Overall Points Required to be declared responsive:	27	
		Total achieved:		

4. I.5 Information Management Architect (EDW & BI) – Level 3

TBIPS Category: I.5 Information Management Architect (EDW & BI) – Level 3

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience, within the last 15 years, working as an IM Architect in a Data Warehouse development environment. The proposed resource must have performed at least 13 of the 22 tasks listed in the Statement of Work. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 15 years, performing the following functions: • Developing Business and System Use cases for business goals • Conducting interviews and consultations with stakeholders for requirements gathering and analysis		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 10 years of experience, participating in the development of data models, policies and procedures.		
MT4	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience in metadata design and management, data management and data governance.		
MT5	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience designing data architectures that captures data relationships, in an enterprise data warehouse (EDW) environment.		

TBIPS Category: I.5 Information Management Architect (EDW & BI) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT1	The bidder should demonstrate that the proposed resource has experience collaborating with Application Architects in contributing to business planning at the enterprise level.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT2	The bidder should demonstrate that the proposed resource has experience defining linkages, providing analysis and documenting data elements utilizing a Data Warehouse metadata toolset consisting of IBM InfoSphere Metadata Workbench and Business Glossary.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
RT3	The bidder should demonstrate that the proposed resource has experience in working on large-scale* DW/BI projects within a Data Warehouse development IT environment. Examples provided must include the following tasks: • Providing input to Data Warehouse database design decisions • Data profiling • Development of complex SQL queries** *Large-scale: • Scope spans two or more functional areas and locations (Headquarters, regions, points of entry, program areas, branches/directorates/divisions, etc.)	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	

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TBIPS Category: I.5 Information Management Architect (EDW & BI) – Level 3

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	• Serving 300 concurrent users or more at any given time. **complex SQL queries contain joins across many tables and several nested conditions.			
RT4	The bidder should demonstrate that the proposed resource has obtained the following certifications: • IBM Certified Specialist – PureData System for Analytics • Certified Business Intelligence Professional (CBIP) • IBM Certified Solution Architect A copy of the certification(s) must be provided at bid closing.	Note: Each certification is worth 3 points for a maximum of 9 points • IBM Certified Specialist - PureData System for Analytics = 3 points • CBIP = 3 points • IBM Certified Solution Architect = 3 points	9	
		Total Available points:	27	
		Minimum Total Overall Points Required to be declared responsive:	16	
		Total achieved:		

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5. P.9 Project Manager – Level 2

TBIPS Category: P.9 Project Manager – Level 2

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
MT1	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Project Manager. The proposed resource must have performed at least 12 of the 20 tasks listed in the Statement of Work. The substantiation must not simply be a repetition of the tasks, but must explain responsibilities and demonstrate how the proposed resource carried out the work while performing the tasks.		
MT2	The bidder must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, in managing IT projects* and providing IT project management support including performing the following functions: • Conduct and organize project start-up activities • Participate in options and cost benefit analysis • Determine and identify tasks and deliverables • Develop and maintain project timelines • Oversee and coordinate project activities • Prepare progress reports including identifying risks and issues • Organize and facilitate meetings, walkthroughs, and presentations *IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more		
MT3	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, using a		

TBIPS Category: P.9 Project Manager – Level 2

Name of Resource:

#	**Mandatory Technical (MT) Criteria**	**Bidder's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	change management process to track, coordinate and implement system enhancements.		
MT4	The bidder must demonstrate that the proposed resource has experience managing multiple IT projects with similar timelines and competing priorities and working collaboratively with other project management personnel from other areas of the organization.		
MT5	The bidder must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 6 years, developing and providing presentations to project personnel including senior management and end-users.		

TBIPS Category: P.9 Project Manager – Level 2

Name of Resource:

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
RT1	The bidder should demonstrate that the proposed resource has experience in leading Information Technology (IT) projects.	3 projects = 2 points 4 projects = 4 points 5 projects = 6 points	6	
RT2	The bidder should demonstrate that the proposed resource has obtained a university degree or college diploma in project management, business administration, or computer science. A copy of the degree or diploma must be provided at bid closing.	no degree or diploma = 0 points degree or diploma = 6 points	6	
RT3	The bidder should demonstrate that the proposed resource has experience with both the Agile and Waterfall project management methodologies.	Agile = 3 points Waterfall = 3 points	6	
RT4	The bidder should demonstrate that the proposed resource has at least 5 years of experience working with: • MS Excel • MS PowerPoint • MS Project • MS Word • MS Visio	2 points per application up to a maximum of 10 points	10	
RT5	The bidder should demonstrate that the proposed resource has experience with the ITIL (Information Technology	2+ to 4 years = 3 points 4+ years = 6 points	6	

TBIPS Category: P.9 Project Manager – Level 2

Name of Resource:

#	**Rated Technical Criteria**	**Scoring Methodology**	**Points Max**	**Cross Reference to proposal (Page #)**
	Infrastructure Library) including best practices and guidelines.			
RT6	The bidder should demonstrate that the proposed resource has completed a Project Management Professional certification. A copy of the certification should be provided at bid closing.	PMP certification or PRINCE2 Practitioner certification = 6 points	6	
		Total Available points:	40	
		Minimum Total Overall Points Required to be declared responsive:	24	
		Total achieved:		

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APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

________________________________ ________________

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

________________________________ ________________

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

________________________________ ________________

Print name of authorized individual & sign above Date

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4. CERTIFICATION OF LANGUAGE - English

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

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ANNEX B

BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period **(Date of Contract award to two years later)**			
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**	
		Year 1	**Year 2**
A.7 Programmer/Analyst (COGNOS Developer)	LEVEL 3		
I.11 Technology Architect (Data Warehouse)	LEVEL 2		
I.3 Database Analyst (EDW & BI)	LEVEL 3		
I.5 IM Architect (EDW & BI)	LEVEL 3		
P.9 Project Manager	LEVEL 2		

OPTION PERIODS:

Option Period 1 **(two years)**			
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**	
		Year 1	**Year 2**
A.7 Programmer/Analyst (COGNOS Developer)	LEVEL 3		
I.11 Technology Architect (Data Warehouse)	LEVEL 2		
I.3 Database Analyst (EDW & BI)	LEVEL 3		
I.5 IM Architect (EDW & BI)	LEVEL 3		
P.9 Project Manager	LEVEL 2		

Option Period 2
(two years)

Resource Category	**Level of Expertise**	**Firm Per Diem Rate**	
		Year 1	**Year 2**
A.7 Programmer/Analyst (COGNOS Developer)	LEVEL 3	[redacted]	[redacted]
I.11 Technology Architect (Data Warehouse)	LEVEL 2	[redacted]	[redacted]
I.3 Database Analyst (EDW & BI)	LEVEL 3	[redacted]	[redacted]
I.5 IM Architect (EDW & BI)	LEVEL 3	[redacted]	[redacted]
P.9 Project Manager	LEVEL 2	[redacted]	[redacted]

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(Provided under separate cover)

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Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. / N° de l'autorisation de tâches (AT) :	Commitment No. / N° de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

+
-

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

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Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	
						⊞ ⊟

B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif	
					⊞ ⊟
			Estimated Cost / Coût estimatif		
			Total Estimated Travel and Living Cost / Estimé des frais de déplacement et de subsistance	$0.00	
Taxe rate applied / Taux d'imposition appliqué (%)	15.000		Applicable Taxes / Taxes applicables	$0.00	
			Total Estimated Cost / Coût total estimatif	$0.00	

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $300,000.00. When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est 300 000,00$. Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé

Date

Signature

Name of Contracting Authority / Nom de l'autorité contractante

Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
1000343800
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA

2. Branch or Directorate / Direction générale ou Direction: ISTB / BASD

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail: ESTABLISH A PROFESSIONAL SERVICES CONTRACT FOR THE ENTERPRISE DATAWAREHOUSE AND BUSINESS INTELLIGENCE SECTION.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? ☑ No Non ☐ Yes Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☑ No Non ☐ Yes Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☐ No Non ☑ Yes Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☑ No Non ☐ Yes Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☑ No Non ☐ Yes Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada		NATO / OTAN		Foreign / Étranger	
PROTECTED A PROTÉGÉ A	☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	☐	PROTECTED A PROTÉGÉ A	☐
PROTECTED B PROTÉGÉ B	☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE	☐	PROTECTED B PROTÉGÉ B	☐
PROTECTED C PROTÉGÉ C	☑	NATO CONFIDENTIAL NATO CONFIDENTIEL	☐	PROTECTED C PROTÉGÉ C	☐
CONFIDENTIAL CONFIDENTIEL	☑	NATO SECRET NATO SECRET	☐	CONFIDENTIAL CONFIDENTIEL	☐
SECRET SECRET	☑	COSMIC TOP SECRET COSMIC TRÈS SECRET	☐	SECRET SECRET	☐
TOP SECRET TRÈS SECRET	☐			TOP SECRET TRÈS SECRET	☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐

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AIPRP - Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada   Gouvernement du Canada

Contract Number / Numéro du contrat
1000343800

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

☑ No / Non ☐ Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☑ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ	☑ CONFIDENTIAL CONFIDENTIEL	☑ SECRET SECRET	☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET – SIGINT TRÈS SECRET – SIGINT	☐ NATO CONFIDENTIAL NATO CONFIDENTIEL	☐ NATO SECRET NATO SECRET	☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : ____________________

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☑ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☑ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☑ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☑ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☑ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☑ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☑ No / Non ☐ Yes / Oui

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[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat 1000343800
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? ☑ No / Non ☐ Yes / Oui
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? ☑ No / Non ☐ Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat 1000343800
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) SYLVIE GINGRAS		Title - Titre DIRECTOR, CCSD	Signature Sylvie Gingras
Telephone No. - N° de téléphone (343) 291-5315	Facsimile No. - N° de télécopieur (866) 335-3237	E-mail address - Adresse courriel SYLVIE.GINGRAS@CBSA-ASFC.GC.CA	Date August 29, 2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Stephane Lafontaine		Title - Titre Security Specialist.	Signature
Telephone No. - N° de téléphone 343 291 7776.	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Stephane.Lafontaine@cbsa-asfc.gc.ca	Date 11.9.2018.

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) BITSENE, MARLENE		Title - Titre	Signature Digitally signed by BITSENE, MARLENE Date: 2019.03.05 08:29:57 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.03 13:58:31 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

CH-54 - [illegible] the Access to Information Act
ASTC - Divulgation en vertu de la loi sur l'Accès à l'information.

Shared Services Canada | Services partagés Canada

Purchasing Office / Bureau des achats:
Procurement and Vendor Relationships
Fournisseur des achats
180, rue Kent Street, 13th Floor /
13 ième étage
P.O. Box 9808, STN T CSC /
CP 9808, succursale T CSC
Ottawa, Ontario K1G 4A8

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies/services listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception

Signature

Date
JUNE 9, 2020

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)
A, PARTNER, CYBER.
613-663-8097.

Vendor / Firm Name and address
Raison sociale et adresse du fournisseur / de l'entrepreneur

PBN / NEA: 130866262PG0001
ERNST & YOUNG LLP
99 Bank st
Suite 1200
Ottawa, Ontario,
Canada, K1P 6B9

Title / Sujet
CSPV- Cyber Workforce Enablement Platform

Contract No. / Numéro de contrat
2B0KBQ0174

Amendment No. / Numéro modif.

ITC No. / Numéro ITC
BPM009276

Date yyyy/mm/dd
2020/06/08

Requisition No. / Numéro de la demande
R66462

F.O.B.- F.A.B.
Destination

Financial Code (s) / Code (s) financier (s)

GST / HST **TPS / TVH**
See Herein - Voir ci-inclus

Duty / Droits
Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Shared Services Canada
99 Metcalfe,
Ottawa, Ontario,
Canada, K1G 4A8

Invoices - Original and two copies to be sent:
Factures - Envoyer l'original et deux copies à:

SSC Procure-to-Pay Portal
Shared Services Canada or, Directly to the Client/Requesting Department

Address Inquiries to / Adresser toutes questions à:
Jeremy Bigras
Telephone / Téléphone **Fax No / Numéro de télécopieur**
613 716-1694

Total Estimated Cost / Coût total estimatif
$10,000,000.00 CAD

For the Minister / Pour le Ministre
Digitally signed by Cooper, Gary
Date: 2020.06.04 11:35:37 -04'00'

Canada

1.0 REQUIREMENT

ERNST & YOUNG LLP (the Contractor) agrees to supply to the Client the services described in the Contract, including Annex 'A' the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services as requested by Canada.

(a) **Client(s):** Under the Contract, the "Client" is Shared Services Canada ("SSC"), an organization with a mandate to provide shared services. This Contract will be used by SSC to provide shared services to its clients, which include SSC itself, all Provincial, Municipal Government, and Crown corporations for whom SSC's services are mandatory at any point during the Contract Period. Furthermore those other organizations for whom SSC's services are optional at any point during the Contract Period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar services.

(b) **Reorganization of the Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.

(c) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions.

(d) **Location of Services:** Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

2.0 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 04 of Section 41 – Code of Conduct and Certifications, of General Conditions 2035 referenced above is replaced by:

> During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

3.0 SECURITY REQUIREMENT

The following Security Requirement (SRCL and related clauses), applies to the Contract:

The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).

The contractor and/or its employees must maintain a valid security screening at the level of **SECRET**, granted by Canada and approved by Shared Services Canada.

The contractor and/or its employees **MUST NOT** remove any **PROTECTED** or **CLASSIFIED** information or assets from the identified work site(s).

The contractor and/or its employees **MUST NOT** use its IT systems to electronically process, produce or store **PROTECTED** and/or **CLASSIFIED** information or data. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Shared Services Canada.

The contractor and its employees must comply with the provisions of the:

a) Justice Canada – Security of Information Act (Latest Edition);

b) Industrial Security Manual (Latest Edition).

c) Annex C – Security Requirements Checklist (SRCL)

4.0 CONTRACT PERIOD

a) **Contract Period:** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "Initial Contract Period", which begins on the date the Contract is awarded and ends two year(s) later; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise its option set out in the Contract

4.1 OPTION TO EXTEND THE CONTRACT

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment at Annex B.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

5.0 AUTHORITIES

(a) **Contracting Authority**

The Contracting Authority for the Contract is:

Jeremy Bigras
180 rue Kent St. 13 floor
P.O. Box/CP 9808 STN T CSC
Ottawa, ON K1G 4A8
Email: jeremy.bigras@canada.ca
Tel. | Tél. : (613) 716-1694

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess

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of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) **Technical Authority**

The Technical Authority for the Contract is:

Name: Capt. William Simmons
Title: Director General Military Transition (DGMT)
Organization: Canadian Armed Forces Transition Group (CAF TG)
Telephone: 343-548-4175
E-mail address: William.Simmons@forces.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative**

The Contractor's Representative for the Contract is:

Name:
Title: Associate Partner, Consulting Services, Cybersecurity
Organization: Enrst and Young LLP
Address: 99 Bank st, Suite 1200, Ottawa, ON, K1P 6B9
Telephone:
E-mail address:

6.0 PAYMENT

6.1 BASIS OF PAYMENT

(i) **Professional Services provided with a Fixed Time Rate to a Maximum Price:** For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B of this contract, Basis of Payment, applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iii) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor refuses, or is unable, to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include prohibiting the Contractor from bidding on future requirements that include any professional services, or rejecting the Contractor's other bids for professional

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services requirements on the basis that the Contractor's performance on this or other contracts is sufficiently poor to jeopardize the successful completion of other requirements.

(iv) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services is described elsewhere in the Contract.

(v) Canada will not pay for any travel or living expenses associated with the performance of this contract, unless explicitly agreed to in advance by the Contracting Authority.

6.2 LIMITATION OF EXPENDITURE

Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

A. It is 75 percent committed, or
B. 4 months before the Contract expiry date, or
C. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

6.3 METHOD OF PAYMENT

(i) **Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

(A) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(B) all such documents have been verified by Canada;

(C) the Work performed has been accepted by Canada; and

(D) the time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice have been submitted.

(ii) Once Canada has paid the maximum price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the Task Authorization/Contract, all of which is required to be performed for the maximum price. If the work described in the Task Authorization/Contract is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum price, Canada is only required to pay for the time spent performing the work related to that Task Authorization/Contract.

6.4 TIME VERIFICATION

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

6.5 NO RESPONSIBILITY TO PAY FOR WORK NOT PERFORMED DUE TO CLOSURE OF GOVERNMENT OFFICE

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.0 INVOICING INSTRUCTIONS

The Contractor can submit invoices electronically through the SSC P2P portal in accordance with the section entitled "Invoice Submission" of the General Conditions. Invoices cannot be submitted until all work identified in the invoice is completed. In the alternative, the Contractor may seek the consent of the Contracting Authority to submit invoices using an alternative method.

For Purchase Orders, the Contractor's invoice must indicate which line item(s) and the quantity for which it is invoicing.

If the Contractor submitted an advance shipping notice, the invoice should be linked to this advance shipping notice in the SSC P2P portal. The Contractor may link more than one advance shipping notice to the invoice. The invoice must match the total quantity and price of the advance shipping notices.

8.0 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its response to the RFP is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

9.0 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – DEFAULT BY CONTRACTOR

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

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10.0 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

11.0 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wordings of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
(b) General Conditions 2035 (2016-04-04);
(c) Annex A - Statement of Work;
(d) Annex B - Basis of Payment;
(e) Annex C - Security Requirements Check List;
(f) the Contractor's bid dated March 13th, 2020, not including any software publisher license terms and conditions that may be included in the bid, not including any provisions in the bid with respect to limitations on liability, and not including any terms and conditions incorporated by reference (including by way of a web link) in the bid.

12.0 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

13.0 INSURANCE REQUIREMENTS

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

14.0 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this section, even if it has been made aware of the potential for those damages.

14.1 FIRST PARTY LIABILITY:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

   (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
   (B) physical injury, including death.

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(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (a) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relates to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated by Canada either in whole or in part for default, up to an aggregate maximum for this subparagraph (ii) of the greater of **0.75** times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the block titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $2,000,000.00. In any case, the total liability of the Contractor under paragraph (e) will not exceed the total estimated cost (as defined above) for the Contract or $2,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

14.2 THIRD PARTY CLAIMS:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (a), with respect to special, indirect, and consequential damages of third parties covered by this section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party,

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including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this paragraph 3.

15.0 PROFESSIONAL SERVICES - GENERAL

a. The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

b. If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

c. In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
    a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
    b. Security information on the proposed replacement as specified by Canada, if applicable; and
    c. If the resource for which the Task Authorisation was awarded does not commence Work, then any proposed replacement must have qualifications and experience that meets or exceeds the original resource. If the resource for which the Task Authorisation was awarded has commenced Work, and then departs, then any proposed resource replacement must have qualifications and experience that meet the original minimum evaluation criteria. In either case, replacements must be deemed suitable by the Technical Authority; and
    d. The Contract Authority in consultation with solicitation Technical Authority reserves the right to provide additional time for contractor to provide a replacement resource.

    Should attempts to secure a replacement resource from contractor fail, original task authorization will be cancelled and at the discretion of technical authority a new solicitation will be initiated.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
    a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
    b. assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meets or exceeds those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub article (c).

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3. Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

16.0 SAFEGUARDING ELECTRONIC MEDIA

a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

17.0 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

18.0 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

19.0 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

20.0 TRANSITION SERVICES AT END OF CONTRACT PERIOD

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to three months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no additional charge for these services.

21.0 TASK AUTHORIZATION PROCEDURES

22.1 **As and When Requested Task Authorizations:** The Work to be performed under the Contract on an "as-and-when-requested basis" using a Task Solicitation process to issue a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

22.2 **Authority to Raise Task Authorizations under the Contract:** Under the Contract, the Director of SSC Contracting Division delegates authority to issue Task Authorizations against the Contract. All delegated Technical Authorities shall follow all terms, conditions, and processes defined in the Contract. The Technical Authority listed in Article 7.5 of the Contract is required to ensure all delegated Technical Authorities follow the terms of the Contract.

22.3 Period of Services of the Task Authorizations Awarded Under the Contract

Task Authorizations may be issued from the date that the Contract is signed until the expiry date of the Contract or any extension thereof. Each Task Authorization will indicate the initial period of services during which the specified work will be performed.

22.4 Termination of a Task Authorization

The Contract Authority may, at its sole discretion, terminate all or any part of a Task Authorization. In the event of such termination, the Contractor agrees that it shall be entitled to be compensated only for work performed and accepted up to the effective date of such termination

ANNEX A

STATEMENT OF WORK

1.0 Objective

At present, there is a large gap between the number of cyber resource requirements the Government of Canada (GoC) has verses qualified security cleared resources available to fulfill the need. The traditional cyber security resource supply arrangements aren't meeting demand, and Canada needs to find an alternative to filling the roles. The under and un-employment rate for Canadian Military veterans is exceptional and needs to be solved. Those that have served our country are entitled to meaningful and gainful employment when they leave the Military.

Ernst & Young LLP (EY) has been working with "With You With Me" (WYWM) – an on-line Cyber training & learning company out of Australia to offer Free cyber training for veterans to assist in bridging the gap between requirements and resources, at the same time assisting in remedying the problem of under and un-employment of Canadian veterans.

EY has an exclusive agreement with WYWM for Canada to provide free cyber training to veterans, leveraging similar testing methodologies military uses to match enrolled soldiers to roles in the military. Each candidate participates in four tests to match them to the area of cyber they will excel. By combining skills and culture testing data, candidates are trained in the role(s) they are will excel in and placed in teams or departments they will thrive, resulting in high job fulfillment and high retention rates.

The EY / WYWM platform is anchored by:

- Free cyber training for veterans, veteran family members and transitioning military personal
- Assisting transitioning veterans entering their next career while helping to solve the under and un-employment of veterans
    - ➢ Aligning with CSPV social-economic pillars
    - ➢ Aligning with GoC initiative to employ veterans where possible
- Bridge the gap between security cleared Cyber resource requirements and security cleared qualified resources available to Canada.
    - o EY to hold and maintain veteran clearance levels.
- Partnering with the Canadian Armed Forces Transition Group (CAF TG) implementing the "Rise Canada" Program which includes:
    - ➢ Job fairs for transitioning members and veterans
    - ➢ CAF TG promotion of the program at military bases
    - ➢ CAF TG validation of the training and enablement program for its members
    - ➢ Currently over 400 veterans, transitioning members and military family members taking the self-paced on-line Cyber courses.

Upon graduation from the WYWM program, CAF veterans can be hired into the Canada Public Service through traditional HR staffing processes, at no cost to Canada, or hired as contractors at the per diem rates outlined in the proposed contract in EY.

2.0 Shared Services Canada (SSC) - Background

Shared Services Canada was created on August 4, 2011 to fundamentally transform how the Government manages its information technology (IT) infrastructure. SSC mandate is to consolidate and operate data center, network and email services with central agencies and SSC's Partners. The mandate for the provision of enterprise-wide IT-infrastructure services represents better value for money and a more reliable IT infrastructure to support modern government operations.

Part of Shared Services Canada's (SSC) mandate is to design and operate an effective, efficient and secure IT infrastructure that protects Government of Canada data and technology assets. SSC develops security policies,

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standards, plans and designs, and provides security-related services for the delivery of Government services. SSC is responsible for applying controls such as firewall, anti-virus and anti-malware, secure remote access, and vulnerability management to GC systems and services.

SSC's role in strengthening cyber and IT security:

- protects Canada's networks, systems and sensitive data;
- protects Canadians' privacy and information;
- modernizes the Government of Canada's cyber and IT security infrastructure;
- achieves broader Government of Canada IT security compliance and outcomes;
- supports the Canadian Center for Cyber Security (CCCS); and
- contributes to Canada's competitive advantage, economic prosperity and national security.

SSC is focused on three security service areas:

- **Cyber Security Projects** – providing design and compliance advice to ensure secure Government of Canada systems, networks and sensitive data as part of Canada's National Cyber Security Strategy;
- **Secret Infrastructure** – delivering a consolidated and coordinated Government of Canada secret infrastructure that will further enable government officials to communicate effectively and securely at all times; and
- **Security Management and Governance** – providing risk assessment services, ensuring adherence to cyber policies and standards, coordinating cyber security-related audits and evaluations, maintaining security compliance, and managing SSC's Communications Security (COMSEC) account and equipment for enterprise infrastructure and facilities.

Networks, Security and Digital Services is responsible for the provision of service management, operations, projects, as well as the design and planning of the Government of Canada's (GC) networks and end-users services infrastructure within the mandate of Shared Services Canada (SSC).

The Networks, Security and Digital Services branch (NSDS) is responsible for the planning, design and operations of the Government of Canada (GC) IT network infrastructure; the management of cyber and IT security services that protects GC data and technology assets; and the deployment of modern, reliable and cost-effective digital services, including telecommunication services and support, hardware and software provisioning and digital communications solutions. NSDS is also mandated to support enhanced telecommunications and network services designed to improve collaboration, mobility and capacity at the enterprise level, while delivering improved value for Canadian taxpayers.

The Infrastructure Security Operations directorate is responsible for operating and maintaining an effective and responsive cyber and IT security infrastructure to secure Government of Canada (GC) data and technology assets. The directorate provides technical safeguards and services to protect GC network systems and prevent the unauthorized access, misuse, modification or denial of network-accessible resources and data.

The Security, Planning and Engineering (SPE) directorate is responsible for the planning, design, and delivery of SSC's security services and capabilities. These services contribute to the prevention and detection of, response to, and recovery from security events in an effort to safeguard GC data and IT infrastructure/assets. The directorate is further responsible for the integration of these services into the designated domain as well as the Classified (SECRET) that are managed by SSC, before they are transitioned to operations.

3.0 Scope of Work

Shared Services Canada (SSC), and it's partner departments, have a requirement for professional services on a "as and when required basis" for the services provided by IT professionals in the IT Security domain, and to assist with Government of Canada Cyber and IT Security requirements. The Government of Canada requires experienced, dynamic IT Security professional services with a secret clearance and expertise in various IM/IT technologies. Responsibilities will be initiated using a Task Authorization process.

4.0 Personnel Requirements

The Contractor must provide the following different resource categories on an "as and when required" basis:

Category	Role - Description
Threat Hunter	Threat Hunter
Cyber Analyst	Program Manager (PM) Skill Level 1- 17838
	Network Engineer Skill Level 1 – 18722
	Cybersecurity Network Analyst - Level 1
	Cybersecurity Network Analyst - Level 2
System Administrator	Software Engineer (SWE) Skill Level 0 – 18307
	Software Engineer (SWE) Skill Level 1- 18308
	System Administrator (SA) Skill Level 1 – 18312
	System Administrator (SA) Skill Level 2 – 18313
	System Engineer (SE) Skill Level 0 – 18315
	Technical Writer (TW) Skill Level 1- 18320
	Technical Writer (TW) Skill Level 2 – 18321
	Acquisition Logistics Support Manager Skill Level 1 – 18339
	Acquisition Logistics Support Manager Skill Level 2 – 18340
	System Integration Technician Skill Level l – 18345
	Technical Help Desk Technician Skill Level 1- 18348
	Unclassified Database Administrator (Oba) Skill Level l – 19014
	Unclassified Database Administrator (Oba) Skill Level 2 – 19015
	Unclassified Software Engineer (Swe) Skill Level 0 – 19010
	Unclassified Software Engineer (Swe) Skill Level 1 – 19011
	Unclassified Software Engineer (Swe) Skill Level 2 – 19412
Penetration Tester	Program Manager (PM) Skill Level 1- 17838
	Pen Tester Level 2
Cyber Consultant	Information Systems Security Engineer (ISSE) Skill Level 1- 18301 (no experience)
	Information Systems Securitv Engineer (ISSE) Skill Level 2 - 18302 (with experience)
	Technical Writer (TW) Skill Level 1- 18320
	Technical Writer (TW) Skill Level 2 – 18321
	Acquisition Logistics Support Manager Skill Level 1 – 18339
	Acquisition Logistics Support Manager Skill Level 2 – 18340
	Documentation Specialist Skill Level 0 – 18454
	Documentation Specialist Skill Level 1- 18455
	Outreach Coordinator Skill Level 1- 18721
	Project Coordinator Skill Level 0 – 18441
	Project Coordinator Skill Level 1 - 18442
	Trainer Skill Level 0 – 18336
	Trainer Skill Level 1- 18337
	Trainer Skill Level 2 – 18338
	Usability Engineer Skill Level 1- 18711

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	Scheduler Level 1
	Scheduler Level 2
	Information Systems Security Officer - Level 1
Data Analyst	Database Administrator (OBA) Skill Level 0 – 18281
	Data base Administrator (OBA) Skill Level 1 – 18282
	Database Engineer (DE) Skill Level 2 – 18286
	Unclassified Database Administrator (Oba) Skill Level 1 – 19014
Process Automation Analyst	RPA Analyst
	Automation Specialist
	Automation professional
	Automation Intelligence Analyst
Process Automation Developer	RPA Developer
	RPA Engineer
	Automation Engineer
Process Automation Change Manager	RPA Change Manager
Cloud	Cloud Analyst
	Cloud Administrator
	Cloud Architect
	Cloud Security Manager
Testing of Staff and suitable agents for training	Testing for aptitude, learning style, cultural fit and skills to train individuals for the best suited role - Job matching
All Courses	1x Directed Learning on a centralized path. Includes Instructor Support, Range Access and Career Management. Certified and ANSI Accredited
Technology Executive Training	Unlimited users. Training future technologies, updated 6 monthly.
All Users	Automated Career Plan, Success Coach and KPIs
Delivery of Software	HC Professional Services -
Course Delivery	All Courses Instructor led
SaaS & IaaS (24/7) Cyber Ranges	Red,Blue,Purple collective exercises, Individual on-demand labs, Network replication and simulation, CTF competitions (quarterly updates)

The level of effort and duration of projects may vary (e.g. from two weeks to two+ years). The Contractor personnel involved in both shorter and longer-term projects must be prepared to perform the same tasks repetitively. The Contractor personnel involved in longer duration projects may be required to participate in either all of the project, or only the part of the project pertaining to their area of expertise (possibly while working in a preformed project team).

5.0 Role Descriptions

The following provides a description of the proposed tasks and duties to be performed by each resource category.

Threat Hunter	
Upon graduation a Threat Hunter will be competent in the following skills:	- Conduct a robust threat hunt in a network-based environment

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	• Conduct a robust threat hunt in a host- based environment • Scope an environment and understand the client's environment • Use threat intel to build a hypothesis for threat hunt engagement • Conduct a threat hunt on various client environments • Write a threat hunt report including executive summary • Power shell basics • Foundational knowledge of the MITRE Att&ck Framework • Foundational knowledge of the Cyber Kill Chain • Foundational knowledge of bWAPP
A Threat Hunter will have experience in the following fields:	• Experience to and operation within a SOC environment equivalent to 4 years' experience • 24 weeks training in line with the WYWM Cyber Security Analyst or Penetration Testing Course and the Threat Hunter Course Outline

Cyber Security Analyst, Level 1	
Upon graduation an entry level Cyber Security Analyst will be competent in the following skills:	• Understanding of the roles and structure within a SOC • Understanding major components and functions of a SOC • Operate a SIEM • Use of an incident response playbook • Understanding of cryptography fundamentals • Understanding of malware fundamentals • Foundational understanding of incident response • Foundational understanding of logs and machine data • Forensic investigation and reporting generation
A Level 1 Cyber Security System Administrator will have experience in the following fields:	• Experience to and operation experience within a SOC environment, equivalent to 2 years' experience • 12 weeks training in line with the WYWM Cyber Security Analyst Course Outline

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Cyber Security Analyst, Level 2	
Upon graduation a Level 2 Cyber Security Analyst will be competent in the following skills:	• Understanding of the roles within a SOC • Understanding major components and functions of a SOC • Operate a SIEM • Development of an incident response playbook • Understanding of cryptography fundamentals • Understanding of malware fundamentals • Foundational understanding of incident response • Foundational understanding of logs and machine data • Forensic investigation and reporting generation
A Level 2 Cyber Security System Administrator will have experience in the following fields:	• Experience to and operation experience within a SOC environment, equivalent to 4 years' experience • 12 weeks training in line with the WYWM Cyber Security Analyst Course Outline

Category 3 - System Administrator, Level 1	
Upon graduation an entry level System Administrator will be competent in the following skills	• System maintenance and administration • Linux networking • Troubleshooting and resolving hardware and software problems • System hardening and security • CLI Navigation • Group and User account management • Bash Scripting • Linux security patching
An entry level System Administrator will have experience in the following fields:	• Foundational Linux and system administration knowledge, equivalent 2 years' experience. • 20 weeks of training in line with WYWM System Administration Course Outline

System Administrator, Level 2	
Upon graduation a Level 2 System Administrator will be competent in the following skills	• System maintenance and administration • Linux networking

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	• Troubleshooting and resolving hardware and software problems • System hardening and security • CLI Navigation • Group and User account management • Bash Scripting • Linux security patching • Logical volume management • Dick management • Advanced network design, management and troubleshooting
A Level 2 System Administrator will have experience in the following fields:	• Foundational Linux and system administration knowledge, equivalent 4 years' experience • 40 weeks of training in line with WYWM System Administration Course Outline

Penetration Tester	
Upon graduation a Penetration Tester will be competent in the following skills:	• Digital, physical, human and threat analysis • Scoping a penetration test and understanding the client's requirements • Conduct a vulnerability assessment - Enumeration and vulnerability, discovery etc. • Conduct a penetration test - Exploration, privilege escalation etc. • Writing a penetration test report • Writing an intelligence report • Foundational understanding of Linux • Robust knowledge of ports, IP addresses and protocols
A Penetration Tester will have experience in the following fields:	• Experience to and operation within a SOC environment, equivalent to 4 years' experience • 12 weeks training in line with the WYWM Penetration Testing Course

Data Analyst	
Upon graduation a Data Analyst will be competent in the following skills:	• Foundational understanding of the data analytics environment and the role of a data analyst • Use of industry data management tools

	• Practical statistical analysis • Data collection, cleaning and query • Technical writing, visualization and communication • Practical experience with Tableau • Practical experience with Power BI • Management of imperfect data and values • Application of visualization theory • Creation and depiction of pivot tables • Defining business problems in data terms • Understand and calculate correctional coefficients
A Data Analyst will have experience in the following fields:	• Experience to and experience in an operational environment, equivalent to 2 years' experience • 12 weeks training in line with the WYWM Data Analyst Course

Process Automation Analyst	
Upon graduation a Process Automation Analyst will be competent in the following skills:	• End to end business process analysis • Feasibility analysts • Process optimization, improvement and design • Change and project management • RPA Process methodologies • Foundational knowledge of BluePrism • Foundational knowledge of Ui Path • Generate an Operational Impact Document • Generate a Process Description Document
A Process Automation Analyst will have experience in the following fields:	• Exposure to and experience in an operational environment, equivalent to 1 years' experience • 12 weeks training in line with the WYWM Process Automation Analyst Course

Process Automation Developer	
Upon graduation a Process Automation Developer will be competent in the following skills:	• Design, develop and build an RPA solution • Solution fault finding and rectification • RPA Process methodologies • Foundational knowledge of BluePrism • Foundational knowledge of Ui Path • Solutions testing and User Acceptance Testing

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A Process Automation Developer will have experience in the following fields:	• Experience to and experience in an operational environment, equivalent to 3 years' experience • 12 weeks training in line with the WYWM Process Automation Developer Course

Process Automation Change Manager	
Upon graduation a Process Automation Change Manager will be competent in the following skills:	• End to end business process analysis • Feasibility analysts • Business process optimization, improvement and design • Change and project management • RPA Process methodologies • Foundational knowledge of BluePrism • Foundational knowledge of Ui Path • Generate an Operational Impact Document • Generate a Process Description Document
A Process Automation Change Manager will have experience in the following fields:	• Exposure to and experience in an operational environment, equivalent to 5 years' experience • 24 weeks training in line with the WYWM Process Automation Developer and Analyst Course

Cloud Analyst	
Upon graduation a Cloud Analyst will be competent in the following skills:	• Use and selection of cloud providers • Technical writing, visualization and communication • Foundational cloud analytics knowledge
A Cloud Analyst will have experience in the following fields:	• Exposure to and experience in an operational environment, equivalent to 1 years' experience • 6 weeks training in line with the WYWM Cloud Analyst Course

Cloud Administrator	
Upon graduation a Cloud Administrator will be competent in the following skills:	• Transition of infrastructure to a cloud provide • Configure cloud environments • Basic architecture for data management systems

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A Cloud Administrator will have experience in the following fields:	• Experience to and experience in an operational environment, equivalent to 2 years' experience • 12 weeks training in line with the WYWM Cloud Administrator Course

Cloud Architect	
Upon graduation a Cloud Architect will be competent in the following skills:	• Design, build and maintain data architectures • Leading cultural change for cloud adoption • Developing and coordinating cloud architecture • Developing a cloud strategy and coordinating the adaptation process
A Cloud Architect will have experience in the following fields:	• Experience to and experience in an operational environment, equivalent to 4 years' experience • 12 weeks training in line with the WYWM Cloud Architect Course

Category 11 – Training platform	
SAAS Training platform available for departmental use to re-train or re-purpose Staff, executives and suitable agents.	• Training platform inclusive of testing; Aptitude, learning style, cultural and skill • Optional professional services for course delivery and instruction • Cyber gaming, red, blue and purple exercising • Career planning, success coaching and KPI delivery.

Cloud Security Manager	
Upon graduation a Cloud Security Manager will be competent in the following skills:	• Evaluate and refine existing web server, cloud infrastructure and application security/availability • Evaluate and refine existing compliance (ed. SOC, HiPAA) controls • Analysis and development of security design
A Cloud Security Manager will have experience in the following fields:	• Experience to and experience in an operational environment, equivalent to 4 years' experience • 12 weeks training in line with the WYWM Cloud Security Manager Course

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Category 11 – Training Platform	
SaaS IT Training platform inclusive of testing, delivery and optional services including:	• Testing of staff, executives and suitable FTE departmental personal • Aptitude, learning style, cultural and skill testing • Instructor support • Cyber Gaming; Red, Blue and Purple team exercises • On-demand labs.

6.0 Deliverables

- The actual requirements for resources will be identified on an "as-and-when-requested" basis through an approval Task Authorization (TA).
- In addition to the services described in each category, while performing the Work each resource must provide to or a representative of a GC entity technical advice and the transfer of functional knowledge through the provision of written documents and individual and group training.
- The Contractor must provide the deliverables (in draft, final or both forms) to the Technical Authority or their representative as specified in each Task Authorization (TA). The scope and specific content of each deliverable will be submitted to the Technical Authority for review and to determine acceptance.
- The final copies of the deliverables must incorporate the comments received and changes requested by the Technical Authority or their representative and will be delivered on or before the end date specified in each TA.
- Each resource must submit a weekly status report to the Technical Authority conforming to the report format specified in each TA.
- The schedule, format and content of each deliverable shall be mutually agreed to by the Task Authorization (TA) and the Contractor in writing and will be based on the Task Authorization TA's organizational standards (e.g. business requirement template to be used, standard architecture format for business views, etc.).
- Documentation deliverables shall be in hard copy format and electronic copy format using Microsoft (MS) Office suite of products, or agreed by the contractor and the Technical Authority in the event other format would be suitable.
- Progress (Status) Report. The Contractor shall prepare a written status and progress report on the work performed for the project, which is to be attached to the monthly timesheet claim. At a minimum, progress reports shall contain the following information:
    - All significant activities performed by the Contractor(s) during the period,
    - Status of all action/decision items, as well as a list of outstanding activities,
    - A description of any problems encountered which are likely to require the attention of the Technical Authority, and any recommendations relating to the conduct of the work.
    - Current milestones with planned dates, progress since last report, issues encountered, and next steps.
    - Hours expended by the contractor against the task during the reporting period.
    - Highlight the expectations/deliverables for the coming month, week, quarter.
- Progress report and timesheet must also be included when sending the invoice.

7.0 Format of Deliverables

- The schedule, format and content of each deliverable shall be mutually agreed to by the TA and the Contractor in writing and will be based on the TA's organizational standards (e.g. business requirement template to be used, standard architecture format for business views, etc).
- Documentation deliverables shall be in hard copy format and electronic copy format using Microsoft (MS) Office suite of products, or agreed by the contractor and the TA in the event other format would be suitable.
- Progress Reports must be submitted to the Technical Authority by email.

- Unclassified and Protected-A documents can be submitted by email within the GC email system. Protected-B documents must be encrypted using a GC PKI Key then can be submitted within the GC email system. Secret documents (if applicable) must include one hard copy and one copy in electronic format (CD, DVD, or USB) and shall be hand delivered to the Technical Authority.
- Deliverables must be editable in Microsoft Office Suite (e.g., Word, Excel, PowerPoint and Visio) version 2007 or newer.

8.0 Constraints

8.1 Regular Meetings

The Contractor's Project Authority must meet with the Technical Authority or their representative on a priority basis or as requested to discuss any issues associated with the provision of the required Informatics Professional Services. These meetings will be at no additional cost.

8.2 Normal Working Hours

Normal working hours will be no earlier than 7:00 am to no later than 6:00 pm EST Monday through Friday (with the exception of statutory holidays as defined by the province of work). The Contractor will be expected to work 7.5 hours/day within normal working hours, unless arrangements are made ahead of time with the Technical Authority. The Technical Authority will authorize additional hours of work in advance at the same rate as normal office hours. The Contractor will normally work during regular business hours, on site, unless otherwise agreed upon by the Contractor and the Technical Authority. For the duration of the contract all personnel must be available to work outside normal office hours as required.

8.3 Work location

The contractor's work will be performed on-site at Shared Services Canada or off-site (at the discretion of the Technical Authority/Manager). Shared Services Canada is located within the National Capital Region and access to IT systems and infrastructure will be made available as required. Over the duration of the Contract, the main location of business of SSC's various locations or Branches may change but will remain in the National Capital Region (NCR), and no costs will be paid by SSC to the Contractor to compensate for any costs associated with such transition. The contractor is required to attend meetings at Shared Services Canada and at Key GC Stakeholders, but no significant travel will be required. All expenses for travel within the NCR are to be paid by the Contractor.

A TA could require that work be performed off-site on infrastructure provided by the Contractor.

8.4 Travel Requirement

There is no travel requirement expected to conduct the Statement of Work. However, if travel is deemed necessary, Travel and Living expenses will only apply when the Contractor is requested to work outside the National Capital Region. If required, the Project Authority must authorize travel in advance, in writing.

Invoices for Travel and Living costs are to be supported by documentation (receipts) and will be reimbursed in accordance with the Treasury Board Policy and Guidelines on Travel in effect at the time of travel at actual cost with no allowance for mark-up or profit. Charges for air travel shall not exceed that for economy travel.

8.5 Reporting Relationship

The resource will functionally report to the Technical Authority/Manager.

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9.0 Security Requirement

The resource must be cleared to a minimum of Secret throughout the course of the contract. The Contractor must specify security clearance file number and expiration date.

10.0 Non-Disclosure

All work carried out by the contractor with respect to this Statement of Work will remain the property of the Crown. All reports, documentation, and extensions thereto shall remain the property of the Crown and the contractor shall not divulge, disseminate or reproduce such reports and/or documentation to any other person without the prior written permission of the Crown.

11.0 Proprietary Information

All information and documents made available to the contractor during the course of this project are deemed proprietary, and shall be returned to the Crown upon completion of the tasks specified in this Statement of Work or upon termination of the contract.

12.0 Interpretation

In the case of disputes regarding interpretation of statement of this Statement of Work or any of the terminology contained herein, the ruling of the Technical Authority shall prevail.

Annex 'B'

BASIS OF PAYMENT

1.0 Basis of Payment

The Contractor will be paid in accordance with the Contract and the following Basis of Payment for Work performed pursuant to this Contract.

Category No.	Category	Role No.	Role - Description	Per Diem Rate (taxes excluded)
1	**Threat Hunter**	1.1	Threat Hunter	[redacted]
2	**Cyber Analyst**	2.1	Program Manager (PM) Skill Level 1-17838	[redacted]
		2.2	Network Engineer Skill Level 1 – 18722	[redacted]
		2.3	Cybersecurity Network Analyst - Level 1	[redacted]
		2.4	Cybersecurity Network Analyst - Level 2	[redacted]
3	**System Administrator**	3.1	Software Engineer (SWE) Skill Level 0 – 18307	[redacted]
		3.2	Software Engineer (SWE) Skill Level 1-18308	[redacted]
		3.3	System Administrator (SA) Skill Level 1 – 18312	[redacted]
		3.4	System Administrator (SA) Skill Level 2 – 18313	[redacted]
		3.5	System Engineer (SE) Skill Level 0 – 18315	[redacted]
		3.6	Technical Writer (TW) Skill Level 1-18320	[redacted]
		3.7	Technical Writer (TW) Skill Level 2 – 18321	[redacted]
		3.8	Acquisition Logistics Support Manager Skill Level 1 – 18339	[redacted]
		3.9	Acquisition Logistics Support Manager Skill Level 2 – 18340	[redacted]
		3.10	System Integration Technician Skill Level I – 18345	[redacted]
		3.11	Technical Help Desk Technician Skill Level 1- 18348	[redacted]
		3.12	Unclassified Database Administrator (Oba) Skill Level I – 19014	[redacted]
		3.13	Unclassified Database Administrator (Oba) Skill Level 2 – 19015	[redacted]
		3.14	Unclassified Software Engineer (Swe) Skill Level 0 – 19010	[redacted]
		3.15	Unclassified Software Engineer (Swe) Skill Level 1 – 19011	[redacted]

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		3.16	Unclassified Software Engineer (Swe) Skill Level 2 – 19412		
4	**Penetration Tester**	4.1	Program Manager (PM) Skill Level 1- 17838		
		4.2	Pen Tester Level 2		
5	**Cyber Consultant**	5.1	Information Systems Security Engineer (ISSE) Skill Level 1- 18301 (no experience)		
		5.2	Information Systems Securitv Engineer (ISSE) Skill Level 2 - 18302 (with experience)		
		5.3	Technical Writer (TW) Skill Level 1- 18320		
		5.4	Technical Writer (TW) Skill Level 2 – 18321		
		5.5	Acquisition Logistics Support Manager Skill Level 1 – 18339		
		5.6	Acquisition Logistics Support Manager Skill Level 2 – 18340		
		5.7	Documentation Specialist Skill Level 0 – 18454		
		5.8	Documentation Specialist Skill Level 1- 18455		
		5.9	Outreach Coordinator Skill Level 1- 18721		
		5.10	Project Coordinator Skill Level 0 – 18441		
		5.11	Project Coordinator Skill Level 1- 18442		
		5.12	Trainer Skill Level 0 – 18336		
		5.13	Trainer Skill Level 1- 18337		
		5.14	Trainer Skill Level 2 – 18338		
		5.15	Usability Engineer Skill Level 1- 18711		
		5.16	Scheduler Level 1		
		5.17	Scheduler Level 2		
		5.18	Information Systems Security Officer - Level 1		
6	**Data Analyst**	6.1	Database Administrator (OBA) Skill Level 0 – 18281		
		6.2	Data base Administrator (OBA) Skill Level I – 18282		
		6.3	Database Engineer (DE) Skill Level 2 – 18286		
		6.4	Unclassified Database Administrator (Oba) Skill Level I – 19014		
7	**Process Automation Analyst**	7.1	RPA Analyst		
		7.2	Automation Specialist		
		7.3	Automation professional		
		7.4	Automation Intelligence Analyst		
8		8.1	RPA Developer		

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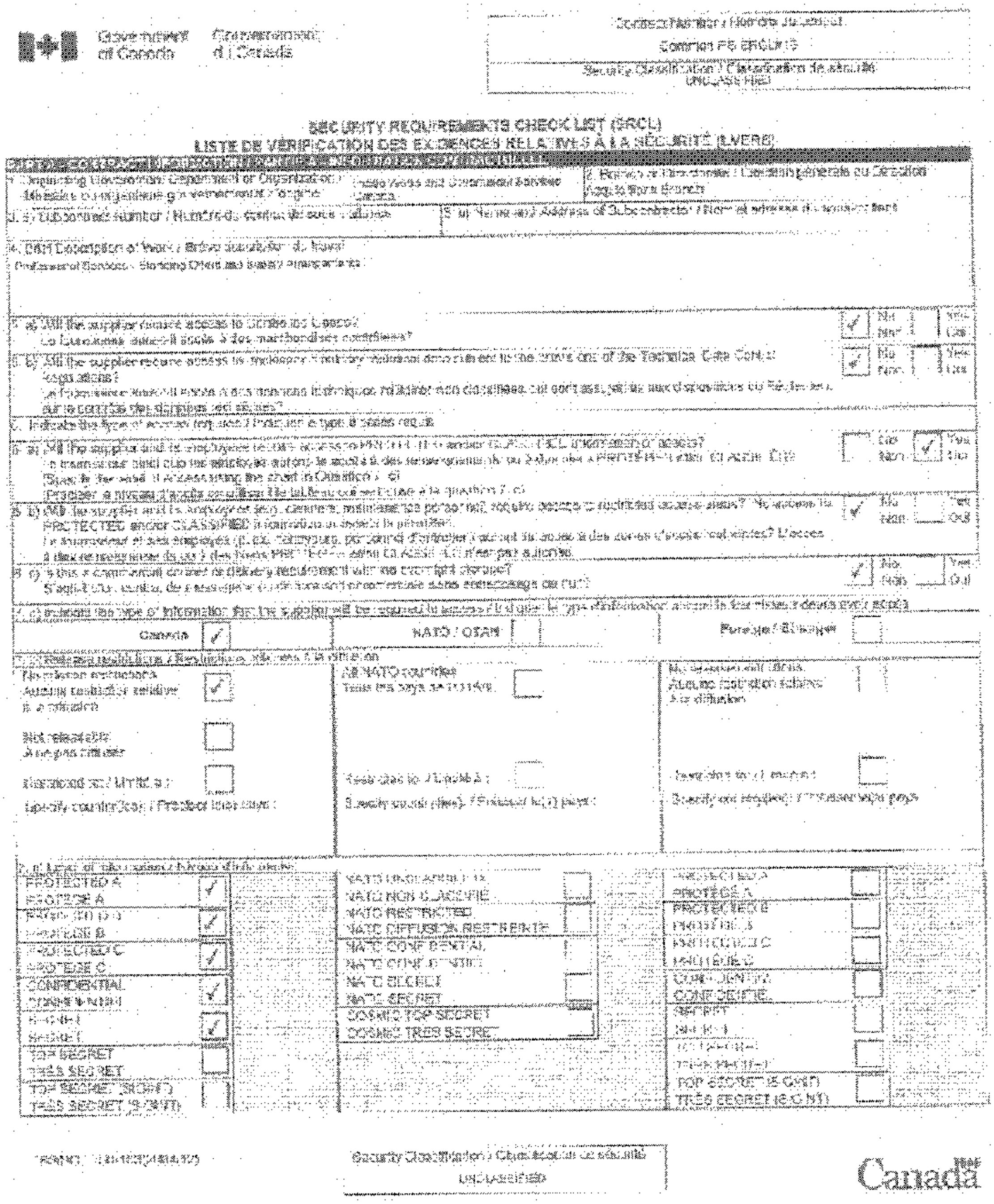
	Process Automation Developer	8.2	RPA Engineer	**$2.723**
		8.3	Automation Engineer	
9	**Process Automation Change Manager**	9.1	RPA Change Manager	
10	**Cloud**	10.1	Cloud Analyst	
		10.2	Cloud Administrator	
		10.3	Cloud Architect	
		10.4	Cloud Security Manager	
11	**Testing of Staff and suitable agents for training**	11.1	Testing for aptitude, learning style, cultural fit and skills to train individuals for the best suited role - Job matching	
	All Courses	11.2	1x Directed Learning on a centralized path. Includes Instructor Support, Range Access and Career Management. Certified and ANSI Accredited	
	Technology Executive Training	11.3	Unlimited users. Training future technologies, updated 6 monthly.	
	All Users	11.4	Automated Career Plan, Success Coach and KPIs	
	Delivery of Software	11.5	HC Professional Services -	
	Course Delivery	11.6	All Courses Instructor led	
	SaaS & IaaS (24/7) Cyber Ranges	11.7	Red,Blue,Purple collective exercises, Individual on-demand labs, Network replication and simulation, CTF competitions (quarterly updates)	

2.0 Taxes

(a) All prices and amounts of money in the contract are exclusive of all applicable taxes, unless otherwise indicated. The applicable taxes are extra to the price herein and will be paid by Canada.

(b) The estimated taxes are included in the total estimated cost shown on page 1 of this Contract. The estimated taxes to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the tax does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of applicable taxes paid or due.

Annex C
Security Requirements Check List (SRCL)



Government of Canada Gouvernement du Canada

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

Canada	☑
NATO / OTAN	☐
Foreign / Étranger	☐

PROTECTED A PROTÉGÉ A	☑
PROTECTED B PROTÉGÉ B	☑
PROTECTED C PROTÉGÉ C	☑
CONFIDENTIAL CONFIDENTIEL	☑
SECRET SECRET	☑
TOP SECRET TRÈS SECRET	☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐

NATO UNCLASSIFIED NATO NON CLASSIFIÉ	☐
NATO RESTRICTED NATO DIFFUSION RESTREINTE	☐
NATO CONFIDENTIAL NATO CONFIDENTIEL	☐
NATO SECRET NATO SECRET	☐
COSMIC TOP SECRET COSMIC TRÈS SECRET	☐

PROTECTED A PROTÉGÉ A	☐
PROTECTED B PROTÉGÉ B	☐
PROTECTED C PROTÉGÉ C	☐
CONFIDENTIAL CONFIDENTIEL	☐
SECRET SECRET	☐
TOP SECRET TRÈS SECRET	☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	☐

Security Classification / Classification de sécurité
UNCLASSIFIED

Purchasing Office - Bureau des achats:
Systems Software Procurement Division /
Division des achats des logiciels d'exploitation
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires
"This contract is being put in place by Canada as part of its response to the COVID-19 pandemic."

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
746498070PG0001
Guardsquare Canada Ltd.
5264 Mclean Crescent
Manotick
Ontario
K4M1G1
Canada
Operating as: Guardsquare

Title - Sujet
Dexguard and Ixguard Subscription

Contract No. - N° du contrat
47419-212541/001/EE

Date
2020-04-27

Client Reference No. - N° de référence du client
1000352541

Requisition No. - N° de la demande
47419-212541

File No. - N° de dossier
017ee.47419-212541

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
0850

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
Included - Inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
CBSA/ASFC
PRODUCTION ASSURANCE
333 NORTH RIVER ROAD, TO, 4th floor
OTTAWA ON K1A 0L8
CANADA

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Lessard, Peter

Buyer Id - Id de l'acheteur
017ee

Telephone No. - N° de téléphone
(613) 850-7602 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$44,748.00

Currency Type - Devise
USD

For the Minister - Pour le Ministre

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1) REQUIREMENT

a) GuardSquare Canada Limited. (The "Contractor") agrees to supply the goods and services described in the Contract to the Client in accordance with, and at the prices set out in, the Contract. This includes:

i) granting the license to use the Licensed Software described in the Contract, which is subject to a Software Warranty Period of 12 months;

ii) providing Software Maintenance and Support for the Licensed Software during the Software Support Period; and

iii) providing licensed documentation for the Licensed Software.

b) **Client:** The Client is **Canada Border Services Agency**

c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by and no additional fees will be payable as a result of the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.

d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:

any reference to a "**deliverable**" or "**deliverables**" includes the license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred).

2) LICENSE

a) **License:** The Contractor must provide the Subscription Licensed Software described in the Contract, which includes everything described in this article, as well as anything further required to ensure that the Client is able to use all the features and functionality of the Subscription Licensed Software listed in Annex A, including but not limited to providing any and all agents, host agents, access licenses, drivers, application program interfaces, adapters, connectors, plug-ins, and software development tool kits.

b) **Grant of Licenses:** In addition to the obligations set out in Section 02 (License Grant) of 4003 - Licensed Software, the Contractor grants to Canada a license to use the Subscription Licensed Software in accordance with the Contract. This license is non-exclusive, perpetual, irrevocable, world-wide, fully paid and without royalties. The license cannot be restricted, modified or revised in any way by the Contractor.

This license includes the right for Canada to install, copy, deploy and use the Subscription Licensed Software, which includes the rights:

i) to deploy, in whole or in part, any or all of the software products that form part of the Subscription Licensed Software, together or separately, and in as many installations and locations (off-site workplaces or work environments "in the field", and in-home work environments for the Client's business purposes) as the Client sees fit;

ii) to create or process an unlimited number of documents, transactions, data and events;

iii) to use English and French versions (if available, these must be the "Canadian English" and "Canadian French" versions);

iv) to run the Subscription Licensed Software on multiple computing platforms and devices; under the Contract, "devices" are defined as mainframes, servers, desktops, workstations, notebooks, laptops, personal digit assistant(s) and networking equipment and peripheral equipment such as switches, routers, hubs, bridges, phones and Gateways, and any other equipment that has a central processor unit(s), mass storage device(s), input output device(s) and operating system;

v) to grant access through a browser using Internet, intranet and extranet environments or any other connections to anyone (Canadians and non-Canadians and employees and contractors of Canada) who uses the services and programs provided by Canada (regardless of their location) to access, view, enter, search, exchange and read information held and created by the Client using the Subscription Licensed Software;

vi) to make this use by way of a network, the Internet, an intranet, an extranet, a virtual private network (VPN), an inter-network, or such other means as may become possible from time to time so that users have "universal access rights" (i.e., a right to access the Subscription Licensed Software by any means from any location as may become possible from time to time), whether their means of access is secure, wireless, mobile or by any other means available from time to time;

vii) to make this use regardless of the operating systems, software applications and Application Programming Interface(s) (API) that the Client may be using from time to time; however, Canada acknowledges that the Contractor is not granting any license rights to software other than the Subscription Licensed Software;

viii) to receive the Subscription Licensed Software from the Contractor on Canada's choice(s) of the media on which the Contractor makes the Subscription Licensed Software available to customers (including CD-ROM, Internet download, and such other media that the Contractor uses to distribute the Subscription Licensed Software at any given time);

ix) to distribute the Subscription Licensed Software to individual Client Users on Canada's choice(s) of media; and

x) to continue to use the Subscription Licensed Software regardless of any changes made at any given time, including but not limited to changes in the operating system, other applications, hardware, peripherals or devices with which the Subscription Licensed Software operates; however, the Contractor is not required to deliver a new or different version of the Subscription Licensed Software to enable the Client Users to continue to use the Subscription Licensed Software in a different environment than the one(s) described in the Contract (unless expressly required to do so as part of the warranty or software maintenance for the Subscription Licensed Software described in the Contract),

all without affecting the pricing in the Contract and without requiring the Client to obtain additional licences or accept amended licence terms for the Subscription Licensed Software. The "**Licensed Software**" includes all the software listed in Annex A.

3) SUBSCRIPTION LICENSED SOFTWARE WARRANTY, SOFTWARE MAINTENANCE AND SUPPORT

a) Licensed Software Warranty: Despite Section 15 (Warranty) of 4003 or anything else to the contrary in this Contract, the "**Warranty Period**" begins on the date the Licensed Software and the deliverables are accepted in accordance with the terms of this Contract and continues for 12 months.

b) Software Maintenance (See Annex B for definitions): In addition to the obligations set out in Section 15 (Warranty) of 4003 - Licensed Software, and the Contractor's obligations under 4004 - Maintenance and Support Services for Subscription Licensed Software, the Contractor must provide the following services as part of the **"Software Maintenance"** throughout the "**Software Support Period**", which is identified in Annex A, plus any period during which Canada has exercised its option under the Contract to extend the Software Maintenance. The Contractor must provide the Client with the most recent release(s) and version(s) of the

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ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

Subscription Licensed Software during the period of the Software Maintenance, as soon as they are available.

i) The Contractor must keep track of software releases for the purpose of configuration control.

ii) In addition to the Contractor's obligations under Section 3 (Maintenance Releases) of 4004 - Maintenance and Support Services for Subscription Licensed Software, the Contractor must deliver the following software code as part of the Software Maintenance:

(1) all Bug Fixes, Software Patches, and all other Enhancements;

(2) all Upgrades, updates, major and minor New Releases, and Renames;

(3) all Extensions and other modifications, including but not limited to drivers, service packs, and Service Releases;

(4) all application programming interfaces (APIs), plug-ins, applets and adapters;

(5) all rewrites, including in other programming language(s), where the original version(s) is no longer being maintained by the software publisher; and

(6) on request, all backgrades or downgrades; however, if these backgrades or downgrades are versions predating the version of the Subscription Licensed Software acquired from the Contractor, the backgrade or downgrade version is provided without warranty and the Contractor will have no obligation to provide Software Maintenance or Support Services for the backgrade or downgrade version of the Subscription Licensed Software,

which will be made available by the Software Publisher during the Software Support Period.

iii) The Contractor must continue to maintain the version of the Subscription Licensed Software (i.e., the version or "build" originally licensed under the Contract) as a commercial product (i.e. the Contractor or the software publisher must be continuing to develop new code in respect of the Subscription Licensed Software to maintain its functionality, enhance it, and deal with Software Errors) for the Contract Period from the date this Contract is issued. After that time, if the Contractor or the software publisher decides to discontinue or no longer maintain the then-current version or "build" of the Subscription Licensed Software and, instead, decides to provide Upgrades to the Subscription Licensed Software as part of the Software Maintenance, the Contractor must provide written notice to Canada at least 12 months in advance of the discontinuation.

c) **Software Support:** In addition to the obligations set out in Supplemental General Conditions 4004, the Contractor must provide the following as part of the "**Software Support**" throughout the "**Software Support Period**", which is identified in Annex A, plus any period during which Canada has exercised its option under the Contract to extend the Software Support The Software Support include the following Technical Hotline Support and Web Support services:

i) **Technical Hotline Support:** In addition to the requirements of Supplemental General Conditions 4004, the Contractor must provide the Technical Hotline Support through the Contractor's toll-free hotline at 1-781-622-9301 in English, from 8:00 A.M. to 5:00 P.M. Eastern Time, Monday to Friday (excluding statutory holidays observed by the federal government in the province from which the call is made). The Contractor must answer or return all calls (with a live service agent) within 1 day of the initial time of the Client or User's initial call. The Contractor's personnel must be qualified and able to respond to the Client's and any Client User's questions and, to the extent possible, be able to resolve user problems over the telephone and provide advice regarding configuration problems relating to the Licensed Software.

ii) **Web Support:** The Contractor must provide Canada with technical web support services through a website that must include, as a minimum, frequently asked questions and on-line software diagnostic routines, support tools, and services. The Contractor's website must provide support in English. The Contractor's website must be available to Canada's users 24 hours a day, 365 days a year, and must be available 99% of the time. The Contractor's website address is **support@guardsquare.com.**

4) STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all.

a) General Conditions

i) 2030 (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

b) Supplemental General Conditions

i) 4003, (2010-08-16), Supplemental General Conditions - Licensed Software;

ii) 4004, (2013-04-25), Supplemental General Conditions - Maintenance and Support Services for Licensed Software; and

iii) 2004, (2016-04-04), Standard Instructions - Goods or Services - Non-competitive Requirements

apply to and form part of the Contract.

5) SECURITY REQUIREMENT

This document is UNCLASSIFIED, however;

a) The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy;

b) Contractor personnel requiring casual access to the installation site do not require a security clearance but may be required to be escorted at all times.

6) TERM OF CONTRACT

a) Contract Period

The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

i) the "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 1 year after the Contract Award date; and.

b) Delivery Date

i) All the deliverables must be received within 10 working days after the date the Contract is awarded.

7) AUTHORITIES

a) PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Name: Peter Lessard

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

Title: Supply Team Leader

Organization: Public Services Procurement Canada
Address: 10 Wellington, Gatineau, QC K1A 0S5
Telephone: 613-850-7602
E-mail address: peter.lessard@tpsgc-pwgsc.gc.ca

The PWGSC Contracting Authority must receive a copy of the Invoice for Canada's record and to ensure the Invoice is in accordance with the Contract prior to payment by the Client.

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b) **Client Technical Authority**

The Client Technical Authority for the Contract is:

Name: Antonio Utano
Title: Senior Director
Organization: Canada Border Services Agency - Business Application Services Directorate
Address: 355 North River Rd., Floor 4, Ottawa, Ontario K1A 0L8, Canada
Telephone: 613-858-4710
E-mail address: antonio.utano@cbsa-asfc.gc.ca

Alternate Client Technical Authority

Cameron MacDonald
Director General
Canada Border Services Agency - Business Application Services Directorate
Telephone: 343-291-6018
Alternate Telephone: 613-899-7421
355 North River Rd., Floor 4, Ottawa, Ontario K1A 0L8, Canada
Email: cameron.macdonald@cbsa-asfc.gc.ca

The Client Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c) **Client Administrative Contact**

The Client Administrative Contact is:

Name: Stephen Alexander
Title: Procurement Officer
Organization: Canada Border Services Agency - Strategic Procurement Division (SPD)
Address: Address: 355 North River Rd., Floor 17, Ottawa, Ontario K1A 0L8, Canada
Telephone: 343-551-6779
E-mail address: stephen.alexander@cbsa-asfc.gc.ca

The Client Administrative Contact must receive the original Invoice. All inquiries for request for payment must be made to the Client Administrative Contact.

d) **Contractor's Representative**

The Contractor's Representative is:

Name:
Title: Account Executive

Telephone:
E-mail address:

8) PAYMENT

a) Basis of Payment

i) **Licensed Software:** For the license to use the Subscription Licensed Software (including delivery, warranty and the Licensed Documentation), all as detailed in the Contract, Canada will pay the Contractor the firm price(s) set out in Annex A, in advance, FOB destination, including all customs duties, Applicable Taxes extra.

ii) **Software Maintenance and Support for the Licensed Software:** For the Software Maintenance and Support, as detailed in this Contract, Canada will pay the Contractor the firm annual price(s) set out in Annex A, payable in advance, FOB destination, including all customs duties, Applicable Taxes extra.

b) Method of Payment - Licensed Software

Canada will pay the Contractor within 30 days following acceptance or within 30 days of receiving a complete invoice (and any required substantiating documentation), whichever is later. If Canada disputes an invoice for any reason, Canada will pay the Contractor the undisputed portion of the invoice, as long as the undisputed items are separate line items on the invoice and are owing. In the case of disputed invoices, the invoice will only be considered to have been received for the purposes of the section of the General Conditions entitled "Interest on Overdue Accounts" once the dispute is resolved.

c) Method of Payment - Software Maintenance and Support

Canada will make the advance payment to the Contractor for Software Maintenance and Support within 30 days after receiving a complete invoice (and any required substantiating documentation), or within 30 days of any date specified in the Contract for making that advance payment, whichever is later.

If Canada disputes an invoice for any reason, Canada will pay the Contractor the undisputed portion of the invoice, as long as the undisputed items are separate line items on the invoice and are owing. In the case of disputed invoices, the invoice will only be considered to have been received for the purposes of the section of the General Conditions entitled "Interest on Overdue Accounts" once the dispute is resolved.

The Contractor acknowledges that this is an advance payment and that, despite anything to the contrary in the Contract, Canada will perform acceptance procedures for the services only after the services have been performed, regardless of whether the payment has already been made. The Contractor agrees that any advance payments authorized and paid under the terms of the Contract are not considered acceptance of the services for which the payment is made. Also, payment in advance does not prevent Canada from exercising any or all potential remedies in relation to this payment or any of the Work, if the Work performed later proves to be unacceptable.

d) Pricing Stability

The Contractor acknowledges that it is important to Canada to be able to continue to access the Subscription products detailed in Appendix A after the Term of Contract. The Contractor accordingly offers to continue to provide the Subscription products at reasonable rates and on all of the other terms and conditions set out in this Contract, subject to execution by the parties of a formal contract(s) therefor. For each of the 2 years that follow the Term of Contract, the Contractor hereby offers annual rates that are the lesser of:

i) the Contractor's then current published rates; and

ii) the previously contracted rates adjusted by the percentage difference in the Consumer Price Index (CPI) as determined by Statistics Canada, for the 12 month period immediately preceding the date on which the price change is to be effective; and

iii) 3% more than the annual rates provided to Canada in the preceding year under this Contract or under any extension entered into pursuant to this Article;

and the Contractor's obligations under this Article shall survive termination or expiry of this Contract.

e) Price Certification

The Contractor certifies that the price quoted:

i) is not in excess of the lowest price charged anyone else, including the Contractor's most favoured customer in Canada, for the like quality and quantity of the goods, services or both;

ii) does not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of goods, services or both of similar purchase and product; and

iii) does not include any provision for discounts to selling agents.

f) Discretionary Audit

The following are subject to government audit before or after payment is made:

i) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.

ii) The accuracy of the Contractor's time recording system.

iii) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).

iv) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a price certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

9) INVOICING INSTRUCTIONS

a) The Contractor must submit invoices in accordance with the information required in the General Conditions. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision. By submitting invoices (other than for any items subject to an advance payment), the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

b) The Contractor must provide all original invoices to the Client Administrative Contact and all copies to the Contracting Authority.

10) APPLICABLE LAWS

The Contract will be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11) PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

b) The supplemental general conditions:

- i) 4003 (2010-08-16);
- ii) 4004 (2013-04-25);

c) The general conditions 2030 (2018-06-21);

d) Annex A, Requirements; and

e) Annex B, Definitions.

12) INSURANCE REQUIREMENTS

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement is hereby included as part of the Terms of the Contract.

13) SAFEGUARDING ELECTRONIC MEDIA

a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

14) TERMINATION FOR CONVENIENCE FOR SUBSCRIPTION SOFTWARE LICENSES

Notwithstanding the Termination for Convenience provisions contained at Section 32 of 2030 - General Conditions - Higher Complexity - Goods, the parties agree that in the event of termination of services for the convenience of Canada for which an advance payment has been made, charges up to the date of termination will be calculated on a prorata basis of a twelve month year and a thirty day month. The Contractor shall immediately refund to Canada the unliquidated portion of the advance payment and pay to Canada interest thereon, from the date of the advance payment to the date of the refund, at the discount rate of interest per annum set by the Bank of Canada and prevailing on the date of the advance payment, plus 1 ¼ percent per annum.

ANNEX A - Requirements

TABLE 1				
Item No.	**Initial Deliverables Description**	**Qty**	**Unit Price**	**Extended Price**
1	DexGuard (Application Protection Android and iOS)			
2	iXGuard (Application Protection Android and iOS)			
3	Gold Support for DexGuard and iXGuard Gold support customers are up and running quickly with assistance in configuring settings as well as any bug resolution. • Bug fixes • Setup assistance • Project-specific support • Configuration optimization • Priority handling (response within 1 business day) • Support by email and by phone			
			Sub-Total USD :	$39,600.00
The Software Support Period will be from Contract Award date to 1 year later.				

ANNEX B - DEFINITIONS

"Bug Fixes" means a temporary work-around, patch, or bypass to update the program code to correct errors or defects.

"Enhancement" also often referred to as an "**interim release**" means an interim release version of the Licensed Software, which is often documented by adding a further decimal and digit to the version or release number (e.g., V.X.X.2 would be the next enhancement after V.X.X.1).

"Error" means any software instructions or statement contained in (or absent from) the Licensed Program that, by its presence or absence, prevents the Licensed Software from operating in accordance with the Specifications.

"Extensions" means an update to the Licensed Software that extends the features, functionality or performance of the Licensed Software program code, regardless of whether the Contractor refers to it as an "extension".

"New Release" means a system release, a version release, and interim release of the Licensed Software, regardless of whether the Contractor refers to it as a "new release".

"Renames" means an upgrade to the Licensed Software where the product name is changed, but the new software product has similar features and functionality as the Licensed Software, regardless of whether the Contractor refers to it as a "rename".

"Service Releases" means a release of the Software which is designed to operate on designated combinations of computer hardware and operating systems. A new System Release typically will be indicated by the addition of one (1) to the first digit of the release number (e.g. v.2.X.X would be the next System Release after v.1.X.X).

"Software Patches" means an engineering fix to a problem that may be incorporated into a new release to update the Licensed Software in order to improve or correct errors or defects in the program code.

"Technical Support Organization" ('TSO') means those Contractor product specialists who make available technical support to Contractor's Clients who have contracted for and are current under Contractor's Maintenance Services.

"Upgrades (major)" means an update to the Licensed Software to add, extend, enhance and/or improve the existing features, functionality and/or performance of the program code, which is documented by a version or build number change to the left of the first decimal (e.g., Product X Version 1.3 changes to Product 2.0 or Product X Version 1.1.5 changes to Product X Version 2.0.0), regardless of whether the Contractor refers to it as a "major upgrade".

"Upgrades (minor)" means an update to the Licensed Software to add, extend, enhance and/or improve the existing features, functionality and/or performance of the program code, which is documented by a version or build number change to the right of the first decimal (e.g., Product X Version 1.0 changes to Product X Version 1.1 or Product X Version 1.0.0 changes to Product X Version 1.0.1), regardless of whether the Contractor refers to it as a "minor upgrade".

"Version Release" means a release often involving a limited number of new or enhanced features or functionality or features and error corrections, which is often documented by adding a second digit after the release number (e.g., V.X.2.X would be the next version release after V.X.1.X)

[illegible] - released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
746498070PG0001
Guardsquare Canada Ltd.
5264 Mclean Crescent
Manotick
Ontario
K4M1G1
Canada
Operating as: Guardsquare

Title - Sujet
DexGuard & iXGuard

Contract No. - N° du contrat
47419-217621/001/EE

Date
2021-05-20

Client Reference No. - N° de référence du client
1000357621

Requisition No. - N° de la demande
47419-217621

File No. - N° de dossier
067ee.47419-217621

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
COST CENTRE: 190810070
FUND: 2001, FUNCTIONAL AREA: 30700
GSIN: N7030, G/L: 75104

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Pignat, Michael

Buyer Id - Id de l'acheteur
067ee

Telephone No. - N° de téléphone
(873) 354-4163 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$49,866.30

Currency Type - Devise
USD

For the Minister - Pour le Ministre

Canada

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

DRAFT - PROJET
CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

5/19/2021

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
746498070PG0001
Guardsquare Canada Ltd.
5264 Mclean Crescent
Manotick
Ontario
K4M1G1
Canada
Operating as: Guardsquare

Title - Sujet
DexGuard & iXGuard

Contract No. - N° du contrat 47419-217621/001/EE	**Date**

Client Reference No. - N° de référence du client
1000357621

Requisition No. - N° de la demande
47419-217621

File No. - N° de dossier 067ee.47419-217621	**CCC No./N° CCC - FMS No./N° VME**

Financial Code(s)
Code(s) financier(s)
COST CENTRE: 190810070
FUND: 2001, FUNCTIONAL AREA: 30700
GSIN: N7030, G/L: 75104

GST/HST
TPS/TVH
☐
☐
☐

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à: Pignat, Michael	**Buyer Id - Id de l'acheteur** 067ee
Telephone No. - N° de téléphone (873) 354-4163 ( )	**FAX No. - N° de FAX** ( ) -
Total Estimated Cost - Coût total estimatif $49,866.30	**Currency Type - Devise** USD

For the Minister - Pour le Ministre

Canada

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

1) REQUIREMENT

a) GuardSquare Canada Limited (The "Contractor") agrees to supply the goods and services described in the Contract to the Client in accordance with, and at the prices set out in, the Contract. This includes:

i) granting the license to use the Licensed Software described in the Contract, which is subject to a Software Warranty Period of 12 months;

ii) providing Software Maintenance and Support for the Licensed Software during the Software Support Period; and

iii) providing licensed documentation for the Licensed Software.

b) **Client:** The Client is **Canada Border Services Agency.**

c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by and no additional fees will be payable as a result of the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client.

d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meanings:

any reference to a "**deliverable**" or "**deliverables**" includes the license to use the Licensed Software (the Licensed Software itself is not a deliverable, because the Licensed Software is only being licensed under the Contract, not sold or transferred).

2) LICENSE

a) **License:** The Contractor must provide the Licensed Software described in the Contract, which includes everything described in this article, as well as anything further required to ensure that the Client is able to use all the features and functionality of the Licensed Software listed in Annex A, including but not limited to providing any and all agents, host agents, access licenses, drivers, application program interfaces, adapters, connectors, plug-ins, and software development tool kits.

b) **Grant of Licenses:** In addition to the obligations set out in Section 02 (License Grant) of 4003 - Licensed Software, the Contractor grants to Canada a license to use the Licensed Software in accordance with the Contract. This license is non-exclusive, perpetual, irrevocable, world-wide, fully paid and without royalties. The license cannot be restricted, modified or revised in any way by the Contractor.

This license includes the right for Canada to install, copy, deploy and use the Licensed Software, which includes the rights:

i) to deploy, in whole or in part, any or all of the software products that form part of the Subscription Licensed Software, together or separately, and in as many installations and locations (off-site workplaces or work environments "in the field", and in-home work environments for the Client's business purposes) as the Client sees fit;

ii) to create or process an unlimited number of documents, transactions, data and events;

iii) to use English and French versions (if available, these must be the "Canadian English" and "Canadian French" versions);

iv) to run the Subscription Licensed Software on multiple computing platforms and devices; under the Contract, "devices" are defined as mainframes, servers, desktops, workstations, notebooks, laptops, personal digit assistant(s) and networking equipment and peripheral equipment such as switches, routers, hubs, bridges, phones and Gateways, and any other equipment that has a central processor unit(s), mass storage device(s), input output device(s) and operating system;

v) to grant access through a browser using Internet, intranet and extranet environments or any other connections to anyone (Canadians and non-Canadians and employees and contractors of Canada) who uses the services and programs provided by Canada (regardless of their location) to access, view, enter, search, exchange and read information held and created by the Client using the Subscription Licensed Software;

vi) to make this use by way of a network, the Internet, an intranet, an extranet, a virtual private network (VPN), an inter-network, or such other means as may become possible from time to time so that users have "universal access rights" (i.e., a right to access the Licensed Software by any means from any location as may become possible from time to time), whether their means of access is secure, wireless, mobile or by any other means available from time to time;

vii) to make this use regardless of the operating systems, software applications and Application Programming Interface(s) (API) that the Client may be using from time to time; however, Canada acknowledges that the Contractor is not granting any license rights to software other than the Subscription Licensed Software;

viii) to receive the Licensed Software from the Contractor on Canada's choice(s) of the media on which the Contractor makes the Licensed Software available to customers (including CD-ROM, Internet download, and such other media that the Contractor uses to distribute the Subscription Licensed Software at any given time);

ix) to distribute the Subscription Licensed Software to individual Client Users on Canada's choice(s) of media; and

x) to continue to use the Subscription Licensed Software regardless of any changes made at any given time, including but not limited to changes in the operating system, other applications, hardware, peripherals or devices with which the Subscription Licensed Software operates; however, the Contractor is not required to deliver a new or different version of the Subscription Licensed Software to enable the Client Users to continue to use the Subscription Licensed Software in a different environment than the one(s) described in the Contract (unless expressly required to do so as part of the warranty or software maintenance for the Subscription Licensed Software described in the Contract),

all without affecting the pricing in the Contract and without requiring the Client to obtain additional licences or accept amended licence terms for the Subscription Licensed Software. The "**Subscription Licensed Software**" includes all the software listed in Annex A.

3) SUBSCRIPTION LICENSED SOFTWARE WARRANTY, SOFTWARE MAINTENANCE AND SUPPORT

a) **Licensed Software Warranty:** Despite Section 15 (Warranty) of 4003 or anything else to the contrary in this Contract, the "**Warranty Period**" begins on the date the Subscription Licensed Software and the deliverables are accepted in accordance with the terms of this Contract and continues for 12 months.

b) **Software Maintenance (See Annex B for definitions):** In addition to the obligations set out in Section 15 (Warranty) of 4003 - Licensed Software, and the Contractor's obligations under 4004 - Maintenance and Support Services for Licensed Software, the Contractor must provide the following services as part of the **"Software Maintenance"** throughout the "**Software Support Period**", which is identified in Annex A, plus any period during which Canada has exercised its option under the Contract to extend the Software Maintenance. The Contractor must provide the Client with the most recent release(s) and version(s) of the Subscription Licensed Software during the period of the Software Maintenance, as soon as they are available.

i) The Contractor must keep track of software releases for the purpose of configuration control.

ii) In addition to the Contractor's obligations under Section 3 (Maintenance Releases) of 4004 - Maintenance and Support Services for Licensed Software, the Contractor must deliver the following software code as part of the Software Maintenance:

(1) all Bug Fixes, Software Patches, and all other Enhancements;

(2) all Upgrades, updates, major and minor New Releases, and Renames;

(3) all Extensions and other modifications, including but not limited to drivers, service packs, and Service Releases;

(4) all application programming interfaces (APIs), plug-ins, applets and adapters;

(5) all rewrites, including in other programming language(s), where the original version(s) is no longer being maintained by the software publisher; and

(6) on request, all backgrades or downgrades; however, if these backgrades or downgrades are versions predating the version of the Subscription Licensed Software acquired from the Contractor, the backgrade or downgrade version is provided without warranty and the Contractor will have no obligation to provide Software Maintenance or Support Services for the backgrade or downgrade version of the Subscription Licensed Software,

which will be made available by the Software Publisher during the Software Support Period.

iii) The Contractor must continue to maintain the version of the Subscription Licensed Software (i.e., the version or "build" originally licensed under the Contract) as a commercial product (i.e. the Contractor or the software publisher must be continuing to develop new code in respect of the Subscription Licensed Software to maintain its functionality, enhance it, and deal with Software Errors) for the Contract Period from the date this Contract is issued. After that time, if the Contractor or the software publisher decides to discontinue or no longer maintain the then-current version or "build" of the Subscription Licensed Software and, instead, decides to provide Upgrades to the Subscription Licensed Software as part of the Software Maintenance, the Contractor must provide written notice to Canada at least 12 months in advance of the discontinuation.

c) **Software Support:** In addition to the obligations set out in Supplemental General Conditions 4004, the Contractor must provide the following as part of the "**Software Support**" throughout the "**Software Support Period**", which is identified in Annex A, plus any period during which Canada has exercised its option under the Contract to extend the Software Support The Software Support include the following Technical Hotline Support and Web Support services:

i) **Technical Hotline Support:** In addition to the requirements of Supplemental General Conditions 4004, the Contractor must provide the Technical Hotline Support through the Contractor's toll-free hotline at 1-781-622-9301, in English, from 8:00 A.M. to 5:00 P.M. Eastern Time, Monday to Friday (excluding statutory holidays observed by the federal government in the province from which the call is made). The Contractor must answer or return all calls (with a live service agent) within 1 day of the initial time of the Client or User's initial call. The Contractor's personnel must be qualified and able to respond to the Client's and any Client User's questions and, to the extent possible, be able to resolve user problems over the telephone and provide advice regarding configuration problems relating to the Subscription Licensed Software.

ii) **Web Support:** The Contractor must provide Canada with technical web support services through a website that must include, as a minimum, frequently asked questions and on-line software diagnostic routines, support tools, and services. The Contractor's website must provide support in English. The Contractor's website must be available to Canada's users 24 hours a day, 365 days a year, and must be available 99% of the time. The Contractor's email address is support@guardsquare.com.

d) **Optional Goods - Purchase Software Maintenance and Support on Additional License:** The Contractor grants to Canada the irrevocable option to purchase Software Maintenance and Support on the additional licenses, if Canada exercises its option for this additional Software Maintenance and Support of the Subscription Licensed Software, Canada will pay the Contractor the firm annual price set out in the Basis of Payment, payable annually in advance, FOB destination, and Applicable Taxes extra.

4) STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all.

a) General Conditions

i) 2030 (2020-05-28), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

b) Supplemental General Conditions

i) 4003, (2010-08-16), Supplemental General Conditions - Licensed Software;

ii) 4004, (2013-04-25), Supplemental General Conditions - Maintenance and Support Services for Licensed Software; and

iii) 2004, (2020-05-28), Standard Instructions - Goods or Services - Non-competitive Requirements

apply to and form part of the Contract.

5) SECURITY REQUIREMENT

This document is UNCLASSIFIED, however;

a) The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy;

b) Contractor personnel requiring casual access to the installation site do not require a security clearance but may be required to be escorted at all times.

6) TERM OF CONTRACT

a) Contract Period

The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

i) the "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 1 year after the Contract Award date; and

b) Delivery Date

i) All the deliverables must be received within 10 working days after the date the Contract is awarded.

c) Acknowledgement and Release

Her Majesty and the Contractor agree and acknowledge that, as of **April 27, 2021**, the Contractor commenced performance of the work called for pursuant to this Contract in the absence of a written agreement. Her Majesty hereby agrees to pay to the Contractor the amount as detailed in the Basis of Payment payable within 30 days from the date of this Contract or from the date of the Contractor's invoice, whichever is later, and which amount the Contractor acknowledges as full and sufficient payment for the work performed under this Contract, and in relation to which payment, the Contractor fully and finally releases Her Majesty. Nothing contained herein shall preclude Her Majesty from exercising any or all Her potential remedies in relation to this payment or any of the work performed by the Contractor prior to the date of this Contract should the work performed subsequently prove to be unacceptable.

Her Majesty and the Contractor also agree and acknowledge that the payment to be made pursuant to this clause and the Contract is a payment which includes an amount identifiable as an advance payment. Notwithstanding anything to the contrary, acceptance of the services performed shall be provided only after performance of the services for which the payment was made. The Contractor agrees that any advance payments authorized and paid under the terms of this Contract shall not constitute acceptance of the services for which the payment is made. Nothing contained herein shall preclude Her Majesty from exercising any or all Her potential remedies in relation to this payment or any of the work performed by the Contractor following the date of this Contract should the work performed subsequently prove to be unacceptable.

The contractor agrees that its obligations under this contract are effective from **April 27, 2021.**

7) AUTHORITIES

a) PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Name: Michael Pignat
Title: Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch (STAMS) - (SSSPD)
Place du Portage, Phase III, 4C1
11 Laurier Street
Gatineau, Quebec
K1A 0S5
Telephone: 873-354-4163
E-mail address: Michael.Pignat@tpsgc-pwgsc.gc.ca

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The PWGSC Contracting Authority must receive a copy of the Invoice for Canada's record and to ensure the Invoice is in accordance with the Contract prior to payment by the Client.

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b) **Client Technical Authorities**

The Client Technical Authorities for the Contract are:

Name:	Christiane Frem
Title:	Manager, Business Control Unit
Organization:	Border Technology Innovation Directorate Information, Science and Technology Branch Canada Border Services Agency
Telephone:	613-716-3873
E-mail address:	Christiane.Frem@cbsa-asfc.gc.ca

Name:	Megan Young
Title:	Director, Automation, Integration & Emerging Technologies Division
Organization:	Border Technology Innovation Directorate Information, Science and Technology Branch Canada Border Services Agency
Telephone:	343-550-4073
E-mail address:	Megan.Young@cbsa-asfc.gc.ca

The Client Technical Authorities are the representatives of the department or agency for whom the Work is being carried out under the Contract. The Technical Authorities have no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c) **Client Administrative Contact**

The Client Administrative Contact is:

Name:	Meagan Leclair
Title:	A/Senior Contracting Officer
Organization:	Strategic Procurement Division Finance and Corporate Management Branch Canada Border Services Agency
Address:	355 North River Rd. Vanier Tower B, 17th Fl. Ottawa, ON K1A 0L8
Telephone:	343-551-6907
E-mail address:	Meagan.Leclair@cbsa-asfc.gc.ca

The Client Administrative Contact must receive the original Invoice. All inquiries for request for payment must be made to the Client Administrative Contact.

d) Contractor's Representative

The Contractor's Representative is:

Name:
Title: Strategic Account Manager
Telephone:
E-mail address:

8) PAYMENT

a) Basis of Payment

i) **Subscription Licensed Software:** For the license to use the Subscription Licensed Software (including delivery, warranty and the Licensed Documentation), all as detailed in the Contract, Canada will pay the Contractor the firm price(s) set out in Annex A, FOB destination, including all customs duties, Applicable Taxes extra.

ii) **Software Maintenance and Support for the Subscription Licensed Software:** For the Software Maintenance and Support, as detailed in this Contract, Canada will pay the Contractor the firm annual price(s) set out in Annex A, payable in advance, FOB destination, including all customs duties, Applicable Taxes extra.

b) Limitation of Expenditure

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

c) Method of Payment – Subscription Licensed Software

Canada will pay the Contractor within 30 days following acceptance or within 30 days of receiving a complete invoice (and any required substantiating documentation), whichever is later. If Canada disputes an invoice for any reason, Canada will pay the Contractor the undisputed portion of the invoice, as long as the undisputed items are separate line items on the invoice and are owing. In the case of disputed invoices, the invoice will only be considered to have been received for the purposes of the section of the General Conditions entitled "Interest on Overdue Accounts" once the dispute is resolved.

d) Method of Payment - Software Maintenance and Support

Canada will make the advance payment to the Contractor for Software Maintenance and Support within 30 days after receiving a complete invoice (and any required substantiating documentation), or within 30 days of any date specified in the Contract for making that advance payment, whichever is later.

If Canada disputes an invoice for any reason, Canada will pay the Contractor the undisputed portion of the invoice, as long as the undisputed items are separate line items on the invoice and are owing. In the case of disputed invoices, the invoice will only be considered to have been received for the purposes of the section of the General Conditions entitled "Interest on Overdue Accounts" once the dispute is resolved.

The Contractor acknowledges that this is an advance payment and that, despite anything to the contrary in the Contract, Canada will perform acceptance procedures for the services only after the services have been performed, regardless of whether the payment has already been made. The Contractor agrees that any advance payments authorized and paid under the terms of the Contract are not considered acceptance of the services for which the payment is made. Also, payment in advance does not prevent Canada from exercising any or all potential remedies in relation to this payment or any of the Work, if the Work performed later proves to be unacceptable.

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[illegible] – Divulgation en vertu de la Loi sur l'Accès à l'information.

e) Pricing Stability

The Contractor acknowledges that it is important to Canada to be able to continue to access the Subscription products detailed in Annex A after the Term of Contract. The Contractor accordingly offers to continue to provide the Subscription products at reasonable rates and on all of the other terms and conditions set out in this Contract, subject to execution by the parties of a formal contract(s) therefor. For each of the 2 years that follow the Term of Contract, the Contractor hereby offers annual rates that are the lesser of:

i) the Contractor's then current published rates; and

ii) the previously contracted rates adjusted by the percentage difference in the Consumer Price Index (CPI) as determined by Statistics Canada, for the 12 month period immediately preceding the date on which the price change is to be effective; and

iii) 3% more than the annual rates provided to Canada in the preceding year under this Contract or under any extension entered into pursuant to this Article;

and the Contractor's obligations under this Article shall survive termination or expiry of this Contract.

f) Price Certification

The Contractor certifies that the price quoted:

i) is not in excess of the lowest price charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both;

ii) does not include an element of profit on the sale in excess of that normally obtained by the Contractor on the sale of goods, services or both of like quality and quantity; and

iii) does not include any provision for discounts to selling agents.

g) Discretionary Audit

The following are subject to government audit before or after payment is made:

i) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.

ii) The accuracy of the Contractor's time recording system.

iii) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).

iv) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a price certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

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9) INVOICING INSTRUCTIONS

a) The Contractor must submit invoices in accordance with the information required in the General Conditions. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision. By submitting invoices (other than for any items subject to an advance payment), the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

b) The Contractor must provide all original invoices to vendors-fournisseurs@cbsa-asfc.gc.ca, the Client Administrative Contact and all copies to the Contracting Authority.

10) APPLICABLE LAWS

The Contract will be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11) PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

b) The supplemental general conditions:

   i) 4003 (2010-08-16);

   ii) 4004 (2013-04-25);

c) The general conditions 2030 (2020-05-28);

d) Annex A, Requirements; and

e) Annex B, Definitions.

12) INSURANCE REQUIREMENTS

SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement is hereby included as part of the Terms of the Contract.

13) SAFEGUARDING ELECTRONIC MEDIA

a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

14) TERMINATION FOR CONVENIENCE FOR SOFTWARE MAINTENANCE AND SUPPORT SERVICES

Notwithstanding the Termination for Convenience provisions contained at Section 32 of 2030 - General Conditions - Higher Complexity - Goods, the parties agree that in the event of termination of services for the convenience of Canada for which an advance payment has been made, charges up to the date of termination will be calculated on a prorata basis of a twelve month year and a thirty day month. The Contractor shall immediately refund to Canada the unliquidated portion of the advance payment and pay to Canada interest thereon, from the date of the advance payment to the date of the refund, at the discount rate of interest per annum set by the Bank of Canada and prevailing on the date of the advance payment, plus 1 ¼ percent per annum.

ANNEX A – Requirements

TABLE 1				
Item No.	Initial Deliverables Description	Qty	Unit Price	Extended Price
1	DexGuard (Application Protection Android and iOS) 100,001 to 500,000 downloads			
2	iXGuard (Application Protection Android and iOS) 100,001 to 500,000 downloads			
3	Gold Support for DexGuard and iXGuard Gold support customers are up and running quickly with assistance in configuring settings as well as any bug resolution. • Bug fixes • Setup assistance • Project-specific support • Configuration optimization • Priority handling (response within 1 business day) • Support by email and by phone			
			Sub-Total USD :	$49,866.30
The Software Support Period will be from Contract Award date to 1 year later.				

ANNEX B - DEFINITIONS

"Bug Fixes" means a temporary work-around, patch, or bypass to update the program code to correct errors or defects.

"Enhancement" also often referred to as an "**interim release**" means an interim release version of the Licensed Software, which is often documented by adding a further decimal and digit to the version or release number (e.g., V.X.X.2 would be the next enhancement after V.X.X.1).

"Error" means any software instructions or statement contained in (or absent from) the Licensed Program that, by its presence or absence, prevents the Licensed Software from operating in accordance with the Specifications.

"Extensions" means an update to the Licensed Software that extends the features, functionality or performance of the Licensed Software program code, regardless of whether the Contractor refers to it as an "extension".

"New Release" means a system release, a version release, and interim release of the Licensed Software, regardless of whether the Contractor refers to it as a "new release".

"Renames" means an upgrade to the Licensed Software where the product name is changed, but the new software product has similar features and functionality as the Licensed Software, regardless of whether the Contractor refers to it as a "rename".

"Service Releases" means a release of the Software which is designed to operate on designated combinations of computer hardware and operating systems. A new System Release typically will be indicated by the addition of one (1) to the first digit of the release number (e.g. v.2.X.X would be the next System Release after v.1.X.X).

"Software Patches" means an engineering fix to a problem that may be incorporated into a new release to update the Licensed Software in order to improve or correct errors or defects in the program code.

"Technical Support Organization" ('TSO') means those Contractor product specialists who make available technical support to Contractor's Clients who have contracted for and are current under Contractor's Maintenance Services.

"Upgrades (major)" means an update to the Licensed Software to add, extend, enhance and/or improve the existing features, functionality and/or performance of the program code, which is documented by a version or build number change to the left of the first decimal (e.g., Product X Version 1.3 changes to Product 2.0 or Product X Version 1.1.5 changes to Product X Version 2.0.0), regardless of whether the Contractor refers to it as a "major upgrade".

"Upgrades (minor)" means an update to the Licensed Software to add, extend, enhance and/or improve the existing features, functionality and/or performance of the program code, which is documented by a version or build number change to the right of the first decimal (e.g., Product X Version 1.0 changes to Product X Version 1.1 or Product X Version 1.0.0 changes to Product X Version 1.0.1), regardless of whether the Contractor refers to it as a "minor upgrade".

"Version Release" means a release often involving a limited number of new or enhanced features or functionality or features and error corrections, which is often documented by adding a second digit after the release number (e.g., V.X.2.X would be the next version release after V.X.1.X).

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SOFTWARE PUBLISHER CERTIFICATION FORM

PWGSC FILE NO: 47419-217621

COMPANY NAME: GUARDSQUARE CANADA LTD

Software Publisher Certification Form

(to be used where the Contractor itself is the Software Publisher)

The Contractor certifies that they are the software publisher of all the following software products and components and that it has all the rights necessary to license them (and any nonproprietary sub-components incorporated into the software) on a royalty-free basis to Canada:

List of all Software Products

DexGuard
iXGuard

Authorized company representative:

NAME and TITLE

SIGNATURE

5/18/2021
DATE

Note: "Software Publisher" means the owner of the copyright in any software included in the Contract, who has the right to license (and authorize others to license/sub-license) its software products.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

Title - Sujet
RFP Omnibus ITSCD risk Management

Contract No. - N° du contrat
47419-193674/001/EL

Date
2021-06-30

Client Reference No. - N° de référence du client
1000343674

Requisition No. - N° de la demande
47419-193674

File No. - N° de dossier
642el.47419-193674

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
191030030 2001/30700

GST/HST
TPS/TVH
☐

CONTRACT - CONTRAT

Your bis is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the prices set out therefor.

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Comments - Commentaires

Nous acceptons votre proposition de vendre a sa majesté la reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toutes feuille ci-annex.e, au (x)prix indiqué(s).

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
895004067PG0001
IBISKA Telecom Inc.
130 Albert Street
Suite 1500
Ottawa
Ontario
K1P5G4
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
Vendors-fournisseurs@cbsa-asfc.gc.c
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Huot(642el), Alain

Buyer Id - Id de l'acheteur
642el

Telephone No. - N° de téléphone
(819) 665-7395 (   )

FAX No. - N° de FAX
(   )   -

Total Estimated Cost - Coût total estimatif
$9,278,936.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

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List of Annexes to the Resulting Contract:

Annex A Statement of Work
  Appendix A to Annex A – Tasking Assessment Procedure
  Appendix B to Annex A – Task Authorization (TA) Form
  Appendix C to Annex A – Resources Assessment Criteria and Response Table
  Appendix D to Annex A – Certifications at TA stage

Annex B Basis of Payment
Annex C Security Requirements Check List

1. Requirement

(a) Ibiska Telecom Inc (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency **(CBSA)**.

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(c) **Form and Content of draft Task Authorization**:

- (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex A.
- (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
    - (A) the contract number;
    - (B) the task number;
    - (C) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
    - (D) the categories of resources and the number required;

(E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(F) the start and completion dates;

(G) any option(s) to extend initial end date (if applicable);

(H) milestone dates for deliverables and payments (if applicable);

(I) the number of person-days of effort required;

(J) whether the work requires on-site activities and the location;

(K) the language profile of the resources required;

(L) the level of security clearance required of resources;

(M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(N) any other constraints that might affect the completion of the task.

(d) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within 5 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by:

  (1) the Technical Authority; and

  (2) the Contractor.

(ii) for any TA, inclusive of revisions, with a value greater than this amount, a TA must include the following signatures:

  (1) the Technical Authority; and

  (2) the Contractor; and

  (3) the Contracting Authority.

Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in subarticle (A) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(g) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(h) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

(i) for default;

(ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

(iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

(i) 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

   (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

   (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

(i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information.

apply to and form part of the Contract.

5. Security Requirement

The following security requirements (SRCL Common # 26 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement EN578-170432-139EI, applies to and forms part of the Contract.

Security requirement for Canadian supplier: Public Service and Procurement Canada file #common-professional services security requirement check list #26

1. The contractor must, at all times during the performance of the contract, hold a valid Facility Security Clearance at the level of **top secret**, issued by the CSP of the ISS, PSPC.
2. The contractor personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status, secret or top secret** as required, granted or approved by the CSP/ISS/PSPC.
3. The contractor **must not** remove any **protected/classified** information from the identified work site(s), and the contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/PSPC.
5. The contractor must comply with the provisions of the:
    1. Security Requirements Check List and security guide (if applicable), attached at Annex C.
    2. Industrial Security Manual (Latest Edition)

(a) CBSA Security Requirement:

Until the credit check and all other security screening processes required by this Contract have been completed and the Contractor and its personnel is considered suitable by the CBSA, the Contractor (specifically the Contractor personnel) shall not be permitted access to Protected / Classified information or assets, and further, shall not be permitted to enter sites where such information or assets are kept.

6. Use of individual protective equipment and Occupational Health and Safety (OHS) guideline(s)

(a) The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.

(b) The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, protective shield, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.

(c) The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

7. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends June 29, 2023; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

8. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Alain Huot
Title: Officier d'approvisionement
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Telephone: (819-665-7369
E-mail address: alain.huot@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Patrick Isabelle
Title: Director, IT Security
Organization: Canadian Border Services Agency
Address: 333 North River Road, Ottawa, On
Telephone: 613-219-3957
Email: Patrick.Isabelle@cbsa-asfc.gc.ca

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

The Technical Authority [is the representative of the department or agency for whom the Work is being carried out under the Contract and] is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Contractor's Representative**

Name: [redacted]
Title: Vice President
Organization: Ibiska Telecom Inc
Address: 130 Albert St, Suite 1500, Ottawa, On
Telephone: [redacted]
E-mail address: [redacted]

9. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

10. Payment

(a) **Basis of Payment**

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(iv) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18(1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(v) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

CBSA - released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(i) Direct Deposit (Domestic and International).

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation, closure or there are enhanced measures to restrict access to government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation, closure or restricted access.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

11. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original and two copies of each invoice to the Technical Authority, and a copy to the Contracting Authority.

(e) Send invoices to Vendors-Fournisseurs@cbsa-asfc.gc.ca

12. Certifications and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

13. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

14. Copyright In Material

(a) In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.

(b) Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).

(c) The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.

(d) The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

15. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

16. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2020-05-28), Higher Complexity - Services;

(d) Annex A, Statement of Work, including its Appendices as follows;

    (i) Appendix A to Annex A - Tasking Assessment Procedure;

    (ii) Appendix B to Annex A - Task Authorization (TA) Form;

    (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

    (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated May 10, 2021.

17. Insurance Requirements

(a) Compliance with Insurance Requirements

    (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

    (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

18. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

19. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

20. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Access to Canada's Property and Facilities

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

23. Government Property

Canada agrees to supply the Contractor with the items listed in Article X. Client Support of Annex A – Statement of Work. The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

24. Dispute Resolution

(a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

(b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

(c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

(d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

25. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(e) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(f) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(g) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(h) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(i) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

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ANNEX A

STATEMENT OF WORK

1.0 TITLE

The Canada Border Services Agency (CBSA) requires the services of Informatics Professional Services contractors on an "as and when requested" basis to support IT Security and Continuity Division (ITSCD) overall IT security risk management services to ensure a secure IT working environment within the Agency.

2.0 BACKGROUND

IT Security and Continuity Division (ITSCD) of the Canada Border Services of Canada (CBSA) is responsible for the Agency's IT security. This responsibility includes Risk Management Services (Security Assessment and Authorization [SA&A] of existing and future CBSA IT solutions), Vulnerability Assessments, Strategic IT Security and Planning, Identity and Access Management (IAM), Cyber Protection, IT Security Engineering and Architecture, IT Continuity Management and Project Management of IT Security solutions and controls. These activities secure the protected and classified data processed on the various CBSA IT infrastructure for both existing CBSA systems and applications and those under development.

3.0 OBJECTIVE

The objective of the work is to ensure the protection of CBSA and CBSA client's Data and systems from cyber attacks and data theft, both for existing data, systems and applications and those under development. This will support the ITSCD technical security service through the analysis of existing IT security business, operations and security requirements; the administration of IT Security Project Management services; and the application of the SA&A Information System Security implementation Process (ISSIP) activities. ITSCD must ensure all existing and upcoming systems and changes reflect the appropriate level of security controls to minimize attacks (both internal and external) and errors. Additionally These services and activities will be applied to system and network level IT solutions ranging from individual workstations and applications to enterprise level IT services. As those attempting to access CBSA systems and data utilize new methods and tools to circumvent current security controls, we must continuously renew our controls and implement tools to both protect (our systems and data) and to detect attempts at incursions.

4.0 SCOPE

The Contractor must provide following informatics professional services resource categories on an "as and when requested" in support of various CBSA projects within ITSCD based in the National Capital Region (NCR) as initiated through Task Authorizations (TA).

4.1 Resource Category

RESOURCE CATEGORY	LEVEL OF EXPERTISE	
Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	

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Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified	LEVEL 3	
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected	LEVEL 3	
Information Technology Security Vulnerability Analysis Specialist	LEVEL 3	
Information Technology Security Research and Development Specialist (IAM)	LEVEL 3	

5.0 TASKS

The following resource categories will be responsible for, but not be limited to, doing the following:

5.1.1 Strategic IT Security Planning and Protection Consultant – Level 3

- Attend a kick-off meeting with CBSA Technical Authority to discuss the objectives and requirements;
- Provide advice and guidance in a meeting discussion forum or in writing, regarding IT security topics, as required;
- Develop IT Security vision papers, strategic assessments and policies/standards;
- Collect, collate and prioritize IT security and information infrastructure protection requirements;
- Perform Information System Security Implementation Process (ISSIP) activities for CBSA Protected and Classified information systems as identified in *Communications Security Establishment Canada (CSEC) IT Security Risk Management: A Lifecycle Approach (ITSG-33)* https://cyber.gc.ca/en/guidance/overview-itsg-33);
- Develop and prepare project management documents to support ITSCD projects using PWGSC/Shared Services Canada procurement tools/services, such as:
  - Collaborative Procurement Solution Process;
  - Joint Procurement Solution;
  - SMART Procurement Process;
- Analysis and integration of IT security controls throughout the technical solution architectural design process; and
- Conduct oral presentations and briefings to ITSCD and CBSA senior management.

5.1.2 **IT Security** Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst – **Level 3**

- Attend a kick-off meeting with CBSA Technical Authority to discuss objectives and requirements;
- Provide advice and guidance in a meeting discussion forum or in writing regarding IT security topics, as required conduct IT security assessment and authorization (SA&A) services. SA&A services will include the analysis of systems threats, vulnerabilities, existing security safeguards and the preparation of multiple IT security artifacts;
- Assess IT solutions;

- Apply IT security risk management processes to CBSA IT solutions;
- Perform ISSIP security activities and security assessment activities for CBSA Protected and Classified information systems as identified in *Communications Security Establishment Canada (CSEC) IT Security Risk Management: A Lifecycle Approach (ITSG-33)* https://cyber.gc.ca/en/guidance/overview-itsg-33);
- Gather IT security artifacts and prepare SA&A package;
- Evaluate and recommend IT products and related IT security baseline configurations based on the Government of Canada (GC) and the CBSA policy and standards, and industry best practices; and
- Conduct oral presentations and briefings to ITSCD and CBSA senior management.

5.1.3 IT Security Vulnerability Analyst/Specialist – Level 3

- Attend a kick-off meeting with CBSA Technical Authority to discuss the objectives and requirements;
- Provide advice and guidance in a meeting discussion forum or in writing regarding VA topics, as required;
- Provide high assurance IT security vulnerability assessment (VA) services to support Canada Border Services Agency (CBSA) IT Security Risk Management Program. Including VA of CBSA applications on Classified and Protected Networks within CBSA as required;
- VA IT security services may be applied to CBSA and may include outsourced partner (i.e. CRA, SSC or any contracted Cloud Service) IT systems processing Protected and Classified information. Each IT system may consist of software, applications, user terminals, application servers, network services, Secure Virtual Private Network (SVPN) appliances and wireless devices hosted within communications facilities at the CBSA and outsourced partner sites;
- Provide advice and guidance regarding IT security technical safeguards, existing or occurring security events, system attacks, technology changes that affect system security safeguards, by way of meetings with the CBSA Technical Authority and designated IT Security representatives;
- Gather information from all documentation, environments and specific access required to generate a test plan;
- List the tools to be used and lab requirements to compete the scan;
- Schedule the Technical VA scan;
- Develop a test plan that includes:
  - What personnel are required of CBSA for Vulnerability Assessment interview;
  - Which systems are to be tested and interacted with, and how they interact with CBSA and partner infrastructure;
  - What hardware and software is to be tested; and
  - What environments and access controls are from CBSA for the resource to perform the scan;
- Schedule and run a comprehensive scan, monitor the progression and re-initiate the scan as required;
  - The scan is a combination of tools and applications that are designed in such a manner to report on errors and omissions in programming, redirections or any interaction with the internet or other programs or networks, deviations to standard developers coding to ensure consistent programming.
- Notify the Technical Authority who will determine next steps whenever an issue has been found;
- Perform scans and rescans of networks previously tested including any upgrades and new releases to these networks;
- Identify any new issues and correlating these with possible gaps in operational processes in respective environments;
- Validate that issues previously identified have been corrected; and
- Conduct Vulnerability Assessment (VA) testing which includes:

  - Network-level VA scanning of each environment without administrative credentials;
  - Network-level VA scanning of a sample of servers and workstations in each environments to identify OS/Office configurations issues as well as all missing patches in the platform and third party software;
  - Application-level VA scanning in each environment of select applications including web-applications and thick-clients; and
  - Review of the architecture employed in each environment including a review of zoning and access policies enforced through firewall rules and any other forms.

5.1.4 Information Technology Security Research and Development Specialist – Level 3

- Engage with business and technology stakeholders to develop/complete a CBSA IAM program Vision, Framework, Action Plan, etc.;
- Evaluate existing CBSA IAM environment and enhance/develop planned target state and roadmap.
- Hold meetings and workshops to solicit commitment and direction for the program.
- Work with stakeholders to identify clear scope, objectives and priorities of the CBSA IAM program.
- Provide Technical Advisor services to the CBSA Technical Authority for the start-up and implementation of the CBSA IAM processes;
- Work as the primary Technical Advisor to implement the CBSA IAM Program;
- Build business processes for the CBSA IAM Program;
- Coordinate and participate in the activities required to integrate the IAM solutions and related processes at CBSA.
- Help management evaluate IAM Program Risks around IAM Roadmap's projects, phases, and dependencies.
- Develop standards, guidelines and procedures for CBSA IAM Program;
- Support IAM Management by completing the required documents and provide status according to management requirements and PM methodology.
- Perform IT security review, analysis and deployment of existing and proposed CBSA IT solutions and implementation plans, including but not limited to, the following services/requirements:
  - Network and application architectures
  - SAP and IBM WebSphere Portal technologies
  - CA Technologies Identity Suite technologies
- Develop training material and train CBSA personnel on the use of the new IAM services.
- Initiate Investigation of CBSA Role Based Access Control management for future implementation.
- Identity & Access Management (IAM) operational support
- Produce test documents for the CBSA IAM project including the following:
  - User Acceptance Test Strategy;
  - Test Plans;
  - Solution Acceptance Test Criteria;
- Develop detailed architecture documentation based on business and technical requirements;
- Provide IT engineering advice and guidance at each stage of the system development life cycle;
- Assist the Project Authority in the management of the IT Security related projects;
- Develop various documentation, briefings, and presentation slides; and,
- Conduct oral presentations and briefings to the ITSCD management and CBSA senior management.

6. SCHEDULE DELIVERABLES

6.1.1 Strategic Information Technology Planning and Protection Consultant

Service	Deliverables
Strategic Information Technology Planning and Protection Consultant	Strategic IT Security Planning and Protection (SITSPP) Strategy document to achieve objectives and requirements identified in TA kick-off meeting to be delivered in MS Word format
	Plan of Action and Milestones document to implement TA objectives and requirements identified in the Strategy document to be delivered in MS Word format.
	Strategic Planning artifacts: • Vision papers • Strategic assessments • R&D policies.
	ISSIP IT security risk management artifacts to be delivered in MS Word format: • Security Policies, Standards and Procedures • System IT Security Concept of Operations (CONOPS) document • Domain Security Control Profile document • Information System Security Categorization Report • Functional Security Requirements (FSR) Matrix document • System Security Control Checklist • System Security Plan • Threat and Risk Assessments (TRA) Report • TRA Plan of Action and Milestones (PoA&M) document • Technical Vulnerability Assessment (VA) Report • IT Security Audit Report • Privacy Impact Assessment (PIA) Report • Technical Architectural Document (TAD) • IT Security Assessment Letter • IT Security Authorization Letter
	IT Security Impact Analysis Reports to be delivered in MS Word format.
	Briefing Notes (BN) to be delivered in MS Word format.
	CBSA IT Security SA&A Strategy document to be delivered in MS Word format.

6.1.2 Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst

Service	Deliverables
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst	Plan of Action and Milestones document to implement TA objectives and requirements identified in the Strategy document to be delivered in MS Word format.
	SA&A IT security risk management artifacts to be delivered in MS Word format: • IT Security Assessment Plan document • Statement of Sensitivity Report • Threat Assessment (TA) report • Vulnerability Assessment (VA) report • Risk Assessment Report • Threat and Risk Assessments (TRA) report • Technical Security Reviews (TSR) report Technical Security Review (TSR)

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	report • TRA Plan of Action and Milestones document • IT security assessment/ certification letter • IT security authorization/accreditation letter • SA&A Package
	ISSIP risk management artifacts to be delivered in MS Word format: • Security Policies, Standards and Procedures • System IT Security Concept of Operations (CONOPS) document • Domain Security Control Profile document • Information System Security Categorization Report • Functional Security Requirements (FSR) Matrix document • System Security Control Checklist • System Security Plan • Threat and Risk Assessments (TRA) Report • TRA Plan of Action and Milestones (PoA&M) document • Technical Vulnerability Assessment (VA) Report • IT Security Audit Report • Technical Architectural Document (TAD) • IT Security Assessment Letter • IT Security Authorization
	IT Security Impact Analysis Reports to be delivered in MS Word format.
	Briefing Notes (BN) to be delivered in MS Word format.

6.1.3 Information Technology Security Vulnerability Analyst Specialist

Service	**Deliverables**
Information Technology Security Vulnerability Analyst Specialist	Technical VA plan
	Technical VA scan
	Technical VA report
	Present the results of the scan CBSA IT Security, Cyber protection (CPC) for analysis Presentation of the scan result

6.1.4 Information Technology Security Research and Development Specialist (IAM)

Service	**Deliverables**
Information Technology Security Research and Development Specialist (IAM)	Work with Stakeholders to Develop/Complete a CBSA IAM Program Road Map including Vision, Framework, Action Plan, etc.
	Work with Stakeholders to implement/initiate the CBSA IAM Program Vision, Framework, Action Plan, etc.
	IT Security Reviews and Analysis to be delivered in MS Word format.
	Briefing Notes (BN) to be delivered in MS Word format.

	Investigation of CBSA Role Based Access Control management to be delivered in MS Word format.
	Project Management artifacts (to be delivered in MS Word format): • Project Charter • Project Plan • Project Schedule • Project Action Plan complete with milestones & cost analysis.

All deliverables shall respect the following principles:

- Logical structure - flow in a logical format that permits the reader to entirely understand the objectives of the initiative, and that it appropriately describes how recommendations and conclusions were determined;

- Business oriented - concerned with the business capabilities and impact, rather than having a technical focus; and

- Comprehensive - includes all significant factors to a complete evaluation of the context, constraints, risks and expectations of the work.

All deliverables must be provided in conformance with CBSA's standard desktop operating software which is Microsoft Office Suite (including Word, Excel, Visio and PowerPoint) in English. For Classified deliverables a protected paper copy and/or protected media copy (DVD, CD or USB stick) must be delivered to the CBSA Technical Authority. For unclassified a paper or media copy (email, DVD, CD or USB stick).

All deliverables must be initially provided in draft to the Technical Authority for review. Should there be problems or issues with the deliverables being presented, the Technical Authority will notify the resource of the items that must be modified. Once all items have been resolved and acceptable to the Technical Authority, a finalized version of the deliverables must be provided to the Technical Authority from acceptance.

If a TA has been authorized, the contractor must provide a weekly status report in MS Word electronically to the Technical Authority outlining what work was undertaken during the reporting period, what work is still outstanding, and any issues or concerns that the resource wants to identify to the attention of the Technical Authority. The status reports must also be supported by a monthly detailed time sheet mapped to deliverables, using CBSA standard template to be supplied by CBSA manager once resource is assigned.

7.0 COMMUNICATION

It is the responsibility of the Contractor to facilitate and maintain regular communication with the CBSA Technical Authority. Status updates, verbal or written, may be requested by the Technical Authority over the course of the contract.

8.0 CONSTRAINTS

The CBSA's working hours are between 07:00 to 18:00 EST Monday through Friday, except for Statutory Holidays where Government Offices are closed. The resources will normally work during regular business hours, on CBSA's site, unless otherwise agreed upon by the Contractor and the Technical Authority. The resources will be expected to work 7.5 hours a day within normal working hours, unless arrangements are made ahead of time with the Technical Authority. All proposed personnel must be available to work outside normal office hours for the duration of the Contract.

9.0 TECHNICAL ENVIRONMENT

Contractors will be performing SA&A services on technical projects for the procurement, development and implementation of secure IT device, network and enterprise level solutions; and, the integration of these solutions with existing CBSA distributed computing environment (DCE).

Device and network configuration:

- Standalone or integrated connectivity to Windows based enterprise network
- Standalone or integrated mobile devices (i.e. smartphones, tablets and handheld wireless devices) connectivity via access points and wireless gateways

Technical environment:

- Bell, Rogers and TELUS landline and cellular connectivity;
- IEEE 802.xx standards for wireless connections;
- GC public key infrastructure standards;
- Windows based software installed within the CBSA Distributed Computing Environment;
- Variety of applications and services for a select group of CBSA users including specific line-of-business applications along with base productivity applications such as MS Office, Outlook and Exchange, host emulator software (Attachmate), virtualization software and basic File and Print Services.

10.0 CLIENT SUPPORT

Contractors will be provided with CBSA user system credentials, office space and workstation or laptop, and other materials as required in order to process, store, and/or transmit CBSA data on CBSA networks during the contract.

The use of the Contractor's IT system is not permitted.

11.0 LOCATION OF WORK

The work is expected to be performed on CBSA facilities located in the National Capital Region (NCR) and will be identified in the Task Authorization.

13.0 TRAVEL REQUIREMENTS

Travel outside the NCR is not expected to be required during the performance of the above work. No travel related expenses or living expenses will be provided for travel to or from CBSA offices or sites within the NCR.

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 5 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. A mandatory criteria will not be considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA) FORM				
Contractor:		**Contract Number:**		
Commitment: #		**Financial Coding:**		
Task Number (Amendment):		**Issue Date:**	**Response Require By:**	
1. **Statement of Work (Work Activities, Certifications and Deliverables)**				
See attached for Statement of Work and Certifications required.				
2. **Period of Service:**	**From** (Date)		**To** (Date)	
3. **Work Location:**				
4. **Travel Requirements:**				
5. **Language Requirement:**				
6. **Other Conditions/Constraints:**				
7. **Level of Security Clearance required for the Contractor Personnel:**				
8. **Contractor's Response:**				
Category and Name of Proposed Resource	**PWGSC Security File Number**	**Per Diem Rate**	**Estimated # of Days**	**Total Cost**
			Estimated Cost	

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[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

TASK AUTHORIZATION (TA) FORM	
Applicable Taxes	
Total Labour Cost	
Total Travel & Living Cost	
Firm Price or Maximum TA Price	
Contractor's Signature	
Name, Title and Signature of Individual Authorized to sign on behalf of the **Contractor** (type or print) ____________________	Signature: ____________________ Date: ____________________
Approval – Signing Authority	
Signatures (Client) Name, Title and Signature of Individual Authorized to sign: Technical Authority: ____________________ Date: ____________________	**Signatures (PWGSC)** Contracting Authority [1]: ____________________ Date: ____________________
[1] Signature required for TA valued at **$300,000.00** or more, Applicable Taxes included.	
You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out thereof.	

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

MANDATORY RESOURCE ASSESSMENT CRITERIA

1.0 TECHNICAL

1.1 Strategic Information Technology Security Planning and Protection Consultant – Level 3

Resource Category: Strategic Information Technology Security Planning and Protection Consultant – Level 3

Name of proposed Resource: ______________________________

The Contractor MUST demonstrate that the proposed Strategic Information Technology Security Planning and Protection Consultant – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.1	A minimum of 90 months of hands-on experience within the last 120 months prior to the TA issuance date, in performing at least 60% of the tasks of a Strategic IT Security Planning and Protection Consultant Level 3 as described in the TBIPS –Annex A SO/SA Requirements for Services, Stream 6, C.1. https://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/cyberprotect-eng.html#c1		
M.2	Experience within the last 36 months prior to the TA issuance date, with three IT/IM projects that involved processing data at a security classification of Protected B or higher supporting IT system.		

[illegible] - Released under the Access to Information Act
A[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Resource Category: Strategic Information Technology Security Planning and Protection Consultant – Level 3

Name of proposed Resource: ________________________________

The Contractor MUST demonstrate that the proposed Strategic Information Technology Security Planning and Protection Consultant – Level 3 has:

Criteria	**Mandatory Requirement**	**Contractor's response**	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	**Met/Not Met**
M.3	Led a security requirements working group within 36 months prior to the TA issuance date, in following ITSG-33 security guidelines to generate project-specific security requirements for a project valued over $20M. ITSG-33: https://cyber.gc.ca/en/guidance/it-security-risk-management-lifecycle-approach-itsg-33		
M.4	The Contractor must demonstrate that the proposed resource has experience in the last five (5) years with two (2) projects involving Software Development & Application Security and one of the following areas: •Cloud security •Endpoint Security •Identity & Access Management *To qualify, a project must have a minimum duration of four (4) months.*		
M.5	The Contractor must demonstrate that the proposed resource holds one or more of the following valid certifications: • Certified Cloud Security Professional (CCSP) • Certified Information System Security Professional (CISSP) Certification • Certified Information Security Manager (CISM) • Certified Information Systems Auditor (CISA) • Payment Card Industry – Qualified Security Assessor (PCI- QSA) *The Bidder should provide proof of certification for the proposed resource*		

1.2 Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3

Resource Category: Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3

Name of proposed Resource: ______________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.1	A minimum of 90 months of hands-on experience within the last 120 months prior to the TA issuance date, in performing at least 60% of the tasks of an IT Security Threat and Risk Assessment (TRA) and Certification and Accreditation (C&A) Analyst - Level 3 as described in the TBIPS – Annex A SO/SA Requirements for Services, Stream 6, C.3. https://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/cyberprotect-eng.html#c3		
M.2	A minimum of 36 months of hands-on experience within 72 months prior to the TA issuance date, in completing an IT security TRA of an IT system with a security control profile of ***Secret / Medium Integrity / Medium Availability*** using CSEC Harmonized Threat and Risk Assessment (TRA) Methodology (TRA-1) and CSEC Information Technology Security Guidance, Guide to Managing Security Risks from Using Information Systems (ITSG-33) ITSG-33: https://cyber.gc.ca/en/guidance/it-security-risk-management-lifecycle-approach-itsg-33 • TRA-1: https://cyber.gc.ca/en/guidance/harmonized-tra-methodology-tra-1		

Resource Category: Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3

Name of proposed Resource: ____________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	MET/NOT MET
M.3	A minimum of 36 months of hands-on experience within 72 months prior to the TA issuance date, in completing an IT security TRA of an IT system with a security control profile of ***Top Secret / Medium Integrity / Medium Availability*** using CSEC Harmonized Threat and Risk Assessment (TRA) Methodology (TRA-1) and CSEC Information Technology Security Guidance, Guide to Managing Security Risks from Using Information Systems (ITSG-33) ITSG-33: https://cyber.gc.ca/en/guidance/it-security-risk-management-lifecycle-approach-itsg-33 TRA-1: https://cyber.gc.ca/en/guidance/harmonized-tra-methodology-tra-1		
M.4	The Contractor must demonstrate that the proposed resource has hands-on experience within the last five (5) years completing two or more of each of the following deliverables: • (SoS) Statements of Sensitivity for IT systems processing Protected or Classified information using the CSEC Harmonized Threat and Risk Assessment (TRA) Methodology (TRA-1). • (TRA) IT Security Threat and Risk Assessments supporting IT systems processing Protected or Classified information using CSEC Harmonized Threat and Risk Assessment (TRA) Methodology (TRA-1). • (SA&A/C&A) Security Assessment and Authorization / Security and Accreditation packages for IT systems processing Protected or Classified information using IT SA&A methodology and terminology as defined in CSEC Information		

Resource Category: Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
	Technology Security Guidance, IT Security Risk Management: A Lifecycle Approach (ITSG-33). • (TSR-P) A Technical Security Reviews* of Commercial-Off-the-Shelf (COTS) hardware or software product(s). • *Each TSR-P can be defined as containing all of the following: - Product functional information; - Product technical information; - Security evaluation of the security features provided by the product; - Vulnerability assessment; and - Recommendations. • (IT-SIA)*IT Security Impact. Analysis reports for IT solutions. The IT Security Impact Analysis reports can be defined as containing all of the following: - Type of security deliverable(s) required; - Estimate of the level of effort required; and - Estimate of costs. (ITSA-Cloud) An IT Security Assessments on IT solutions configured using an outsourced ***Cloud Computing*** model		
M.5	The Contractor must demonstrate that the proposed resource holds one or more of the following valid certifications: • Certified Cloud Security Professional (CCSP) • Certified Information System Security Professional (CISSP) Certification • Certified Information Security		

Resource Category: Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Classified – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
	Manager (CISM) • Certified Information Systems Auditor (CISA) • Payment Card Industry – Qualified Security Assessor (PCI- QSA) *The Bidder should provide proof of certification for the proposed resource*		

1.3 Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3

Resource Category: Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.1	A minimum of 90 months of hands-on experience within the last 120 months prior to the TA issuance date, in performing at least 60% of the tasks of an IT Security Threat and Risk Assessment (TRA) and Certification and Accreditation (C&A) Analyst - Level 3 as described in the TBIPS – Annex A SO/SA Requirements for Services, Stream 6, C.3. https://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/cyberprotect-eng.html#c3		

ATIP - Released under the Access to Information Act
AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information.

Resource Category: Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.2	A minimum of 36 months of hands-on experience within 72 months prior to the TA issuance date, in completing an IT security threat and risk assessment (TRA) of an IT system with a security control profile of ***Protected B / Medium Integrity / Medium Availability*** using CSEC Harmonized Threat and Risk Assessment (TRA) Methodology (TRA-1) and CSEC Information Technology Security Guidance, Guide to Managing Security Risks from Using Information Systems (ITSG-33) ITSG-33: https://cyber.gc.ca/en/guidance/overview-itsg-33 • TRA-1: https://cyber.gc.ca/en/guidance/harmonized-tra-methodology-tra-1		

Resource Category: Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.3	The Contractor must demonstrate that the proposed resource has hands-on experience within the last five (5) years completing two or more of each of the following deliverables: • (SoS) Statements of Sensitivity for IT systems processing Protected or Classified information using the CSEC Harmonized Threat and Risk Assessment (TRA) Methodology (TRA-1). • (TRA) IT Security Threat and Risk Assessments supporting IT systems processing Protected or Classified information using CSEC Harmonized Threat and Risk Assessment (TRA) Methodology (TRA-1). • (SA&A/C&A) Security Assessment and Authorization / Security and Accreditation packages for IT systems processing Protected or Classified information using IT SA&A methodology and terminology as defined in CSEC Information Technology Security Guidance, IT Security Risk Management: A Lifecycle Approach (ITSG-33). • (TSR-P) A Technical Security Reviews* of Commercial-Off-the-Shelf (COTS) hardware or software product(s). • *Each TSR-P can be defined as containing all of the following: - Product functional information; - Product technical information; - Security evaluation of the security features provided by the product; - Vulnerability assessment; and - Recommendations. • (IT-SIA)*IT Security Impact. Analysis reports for IT solutions.		
	The IT Security Impact Analysis reports can be defined as containing all of the following: - Type of security deliverable(s)		

Resource Category: Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3

Name of proposed Resource: ____________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst - Protected – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.4	The Contractor must demonstrate that the proposed resource holds one or more of the following valid certifications: • Certified Cloud Security Professional (CCSP) • Certified Information System Security Professional (CISSP) Certification • Certified Information Security Manager (CISM) • Certified Information Systems Auditor (CISA) • Payment Card Industry – Qualified Security Assessor (PCI- QSA) *The Bidder should provide proof of certification for the proposed resource*		

1.4 Information Technology Security Vulnerability Analysis Specialist – Level 3

Name of proposed Resource: ____________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Vulnerability Analysis Specialist – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.1	A minimum of 60 months of hands-on experience within the last 96 months prior to the TA issuance date, in performing at least 60% of the tasks of an IT VA Specialist as described in the TBIPS –Annex A SO/SA Requirements for Services C.11. https://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-		

[illegible] - Disclosed under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

Name of proposed Resource: ________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Vulnerability Analysis Specialist – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
	tbps/cyberprotect-eng.html#c11		
M.2	• A minimum of 36 months of hands-on experience within 72 months prior to the TA issuance date, in performing Vulnerability Assessments or Penetration testing for secure public Cloud-based environments, services or solutions.		
M.3	The Contractor must demonstrate that the Proposed Resource has a minimum of one (1) year hands-on experience in the past three (3) years performing and completing ***Vulnerability scans*** and ***penetration testing*** for ***secure Public Cloud*** computing environments, services or solutions for two (2) or more distinct ***public sector organizations*** including **all** of the following activities: • Conducting an assessment of the assets and data involved; • Conducting thorough ***vulnerability scans*** and ***penetration testing*** to identify vulnerabilities that may leave the organization or data open to threats or theft; • Using automated vulnerability assessment tools; • Producing an actionable and prioritized list of deficiencies with explanations and technical recommendations. *To qualify, a project must contain all activities.*		

Name of proposed Resource: ______________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Vulnerability Analysis Specialist – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.4	The Contractor must demonstrate that the proposed resource holds one or more of the following valid certifications: • EC Council Certified Ethical Hacker • CompTIA PenTest+ • Certified Vulnerability Assessor (CVA) • Certified Cloud Security Professional (CCSP) • Certified Information System Security Professional (CISSP) Certification • Certified Information Security Manager (CISM) • Certified Information Systems Auditor (CISA) • Payment Card Industry – Qualified Security Assessor (PCI- QSA) *The Bidder should provide proof of certification for the proposed resource*		

1.5 Information Technology Security Research and Development Specialist – Level 3

Resource Category: Information Technology Security Research and Development Specialist – Level 3

Name of proposed Resource: ___________________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Research and Development Specialist – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.1	A minimum of 90 months of hands-on experience within the last 120 month prior to the TA issuance date, in performing at least 60% of the tasks of an Information Technology Security R&D Specialist Level 3 as described in the TBIPS – Annex A SO/SA Requirements for Services, Stream 6, C.14. » https://www.tpsgc-pwgsc.gc.ca/app-acq/sptb-tbps/cyberprotect-eng.html#c14		
M.2	The proposed resource must have a minimum of 36 months experience in the last eight (8) years prior to the TA issuance date designing and deploying secure Identity and Access Management (IAM) solutions in a technical environment. *Deploying Identity and Access Management (IAM) solutions is defined as follows: Provided subject matter expertise and coordinated the analysis, design, development, testing and deployment of Identity and Access Management (IAM) solutions.		
M.3	The proposed resource must have a minimum of 36 months experience in the last eight (8) years prior to the TA issuance date reviewing Identity and Access Management (IAM) architect deliverables to ensure proper compliance with IT Security environment policies/specifications.		

[illegible] - Released under the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

Resource Category: Information Technology Security Research and Development Specialist – Level 3

Name of proposed Resource: ______________________________

The Contractor MUST demonstrate that the proposed Information Technology Security Research and Development Specialist – Level 3 has:

Criteria	Mandatory Requirement	Contractor's response	
		SUBSTANTIATION/ INSERT PAGE # OF RESUME	Met/Not Met
M.4	The proposed resource must demonstrate having experience in defining and implementing an Identity and Access Management (IAM) Program in a Large organization *: *Large = consisting of 5000 or more unique user identities in a distributed (multi-location) environment consisting of both internal and external users.		
M.5	The Contractor must demonstrate that the proposed resource holds one or more of the following valid certifications: • Certified Information System Security Professional (CISSP) Certification • Certified Information Security Manager (CISM) • Certified Information Systems Auditor (CISA) • Certified Information Technology Infrastructure Library (ITIL) • Certified Information Technology Service Management (ITSM) • Certified Business Analysis Professional (CBAP) • CCBA® (Certified Competency in Business Analysis) • Project Management Certification (PMI or Prince2) *The Bidder should provide proof of certification for the proposed resource*		

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above   Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above   Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above   Date

4. CERTIFICATION OF LANGUAGE - English or Bilingual

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

OR

fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

Print name of authorized individual & sign above

Date

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

ANNEX B
BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period **(2 YEARS)**		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst (Classified)	LEVEL 3	
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst (Protected)	LEVEL 3	
Information Technology Security Vulnerability Analysis Specialist	LEVEL 3	
Information Technology Security Research and Development Specialist	LEVEL 3	

OPTION PERIODS:

Option Period 1 **(1 YEAR)**		
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**
Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst (Classified)	LEVEL 3	
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst (Protected)	LEVEL 3	
Information Technology Security Vulnerability Analysis Specialist	LEVEL 3	
Information Technology Security Research and Development Specialist	LEVEL 3	

Option Period 2

(1 YEAR)

Resource Category	Level of Expertise	Firm Per Diem Rate
Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	[redacted]
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst (Classified)	LEVEL 3	[redacted]
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst (Protected)	LEVEL 3	[redacted]
Information Technology Security Vulnerability Analysis Specialist	LEVEL 3	[redacted]
Information Technology Security Research and Development Specialist	LEVEL 3	[redacted]

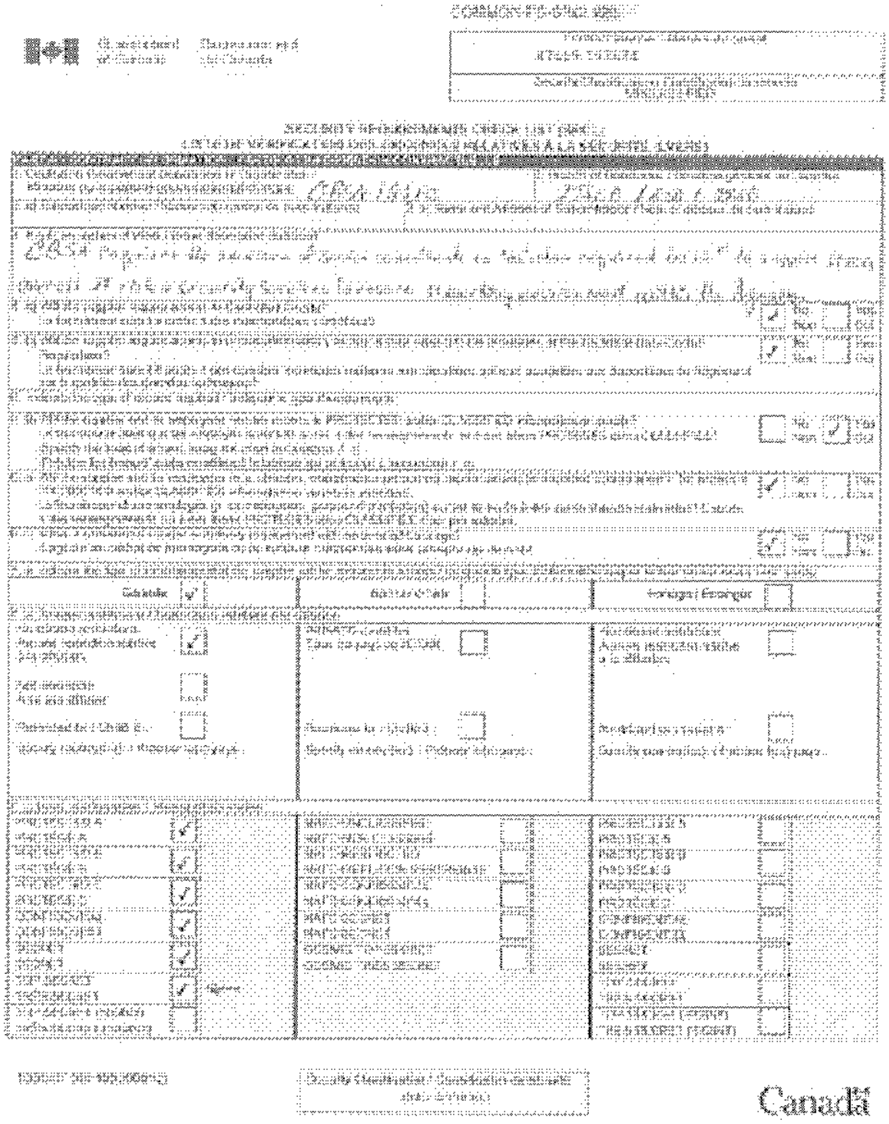
Option Period 3

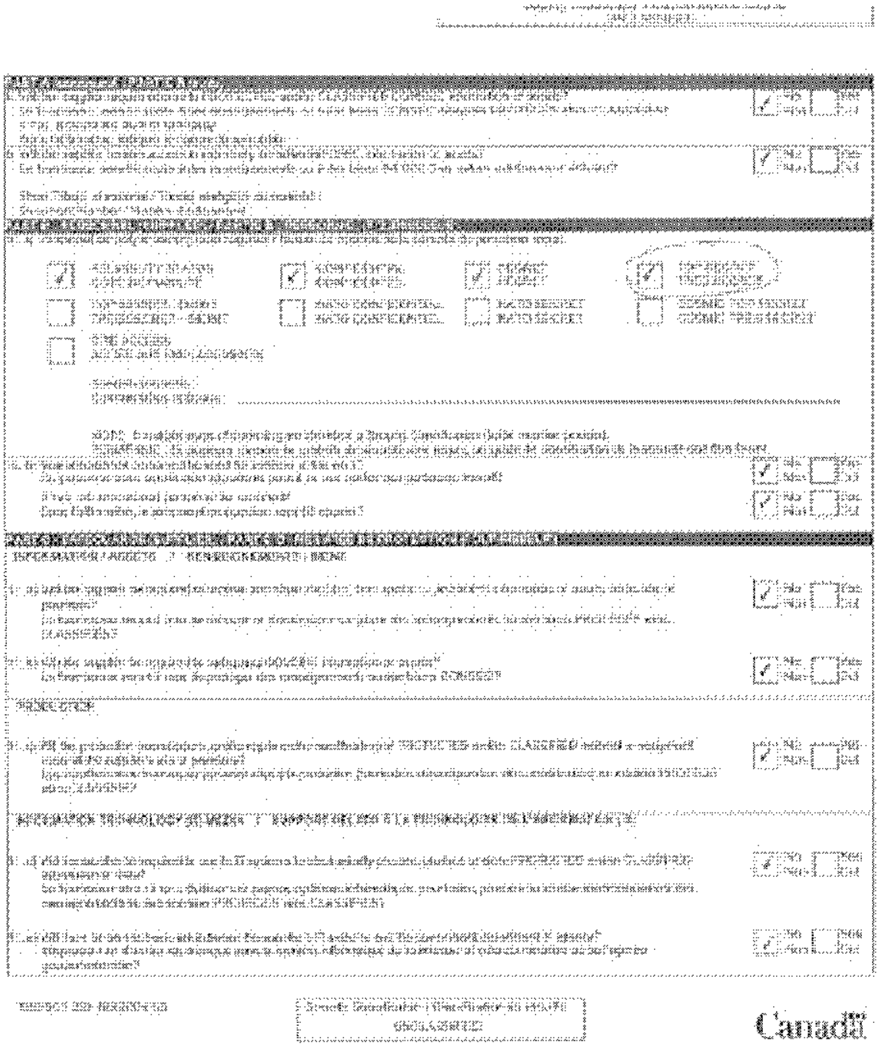
(1 YEAR)

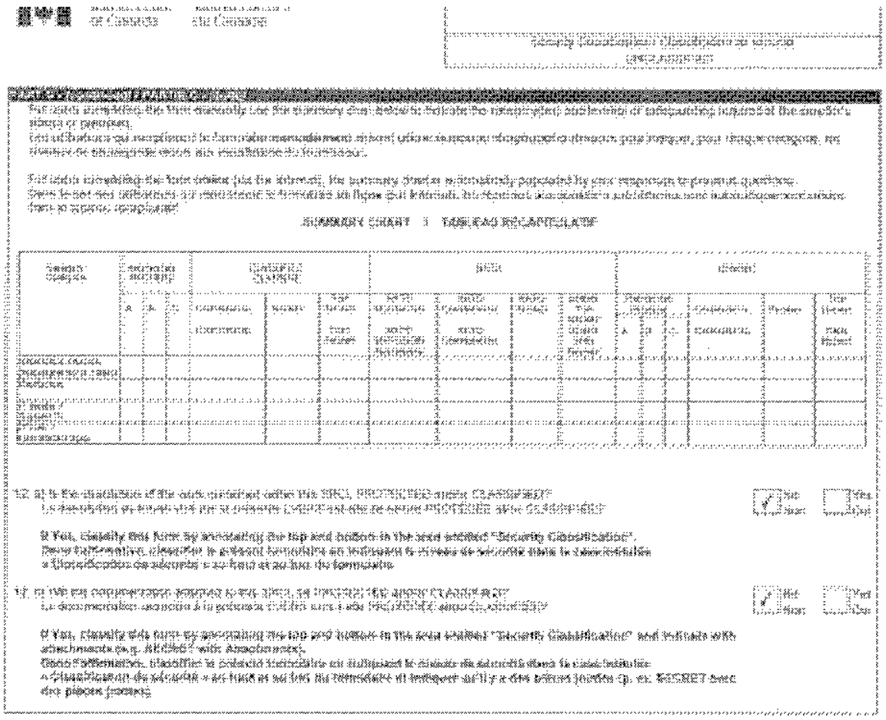
Resource Category	Level of Expertise	Firm Per Diem Rate
Strategic Information Technology Security Planning and Protection Consultant	LEVEL 3	[redacted]
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst (Classified)	LEVEL 3	[redacted]
Information Technology Security Threat and Risk Assessment and Certification and Accreditation Analyst (Protected)	LEVEL 3	[redacted]
Information Technology Security Vulnerability Analysis Specialist	LEVEL 3	[redacted]
Information Technology Security Research and Development Specialist	LEVEL 3	[redacted]

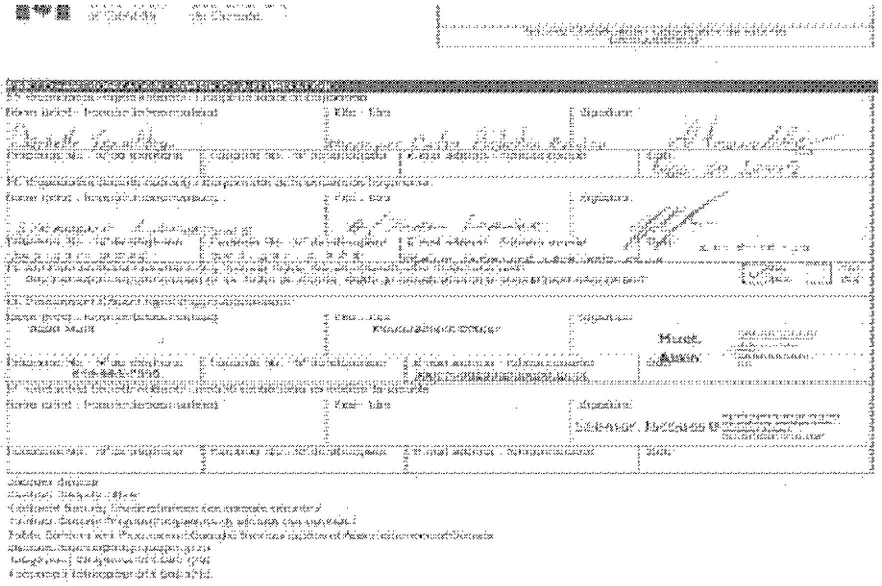
ANNEX C

SECURITY REQUIREMENTS CHECK LIST









Purchasing Office - Bureau des achats:

Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

Title - Sujet
Subscription for Google Maps API

Contract No. - N° du contrat 47419-228803/001/EE	**Date** 2021-10-22

Client Reference No. - N° de référence du client
47419-228803

Requisition No. - N° de la demande
47419-228803

File No. - N° de dossier 067ee.47419-228803	**CCC No./N° CCC - FMS No./N° VME**

Financial Code(s) **Code(s) financier(s)**	**GST/HST** **TPS/TVH**
0850-190810070 - 2001 - 30700	

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH	**Duty - Droits**
See Herein - Voir ci-inclus	See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

793315334PG0001
SADA SYSTEMS CANADA INC.
181 Bay Street, Suite 800
Toronto
Ontario
M5J2T9
Canada
Operating as: SADA

Address Enquiries to: - Adresser toutes questions à: Pignat, Michael	**Buyer Id - Id de l'acheteur** 067ee
Telephone No. - N° de téléphone (873) 354-4163 ( )	**FAX No. - N° de FAX** ( ) -
Total Estimated Cost - Coût total estimatif $374,270.00	**Currency Type - Devise** USD

For the Minister - Pour le Ministre

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Client Application Software Division/Division des logiciels d'application client
Terrasses de la Chaudière
4th Floor, 10 Wellington Street
4th etage, 10, rue Wellington
Gatineau
Quebec
K1A 0S5

DRAFT - PROJET
CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

DocuSigned by: [redacted] ief Legal Officer

Signature Date 10/22/2021 | 3:08 PM PDT

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
793315334PG0001
SADA SYSTEMS CANADA INC.
181 Bay Street, Suite 800
Toronto
Ontario
M5J2T9
Canada
Operating as: SADA

Title - Sujet
Subscription for Google Maps API

Contract No. - N° du contrat 47419-228803/001/EE	**Date**
Client Reference No. - N° de référence du client 47419-228803	
Requisition No. - N° de la demande 47419-228803	
File No. - N° de dossier 067ee.47419-228803	**CCC No./N° CCC - FMS No./N° VME**
Financial Code(s) Code(s) financier(s) 0850-190810070 - 2001 - 30700	**GST/HST TPS/TVH**
F.O.B. - F.A.B. Destination	
GST/HST - TPS/TVH See Herein - Voir ci-inclus	**Duty - Droits** See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

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Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à: Pignat, Michael	**Buyer Id - Id de l'acheteur** 067ee
Telephone No. - N° de téléphone (873) 354-4163 ( )	**FAX No. - N° de FAX** ( ) -
Total Estimated Cost - Coût total estimatif $374,270.00	**Currency Type - Devise** USD

For the Minister - Pour le Ministre

Canada

Software as a Service Solution Contract Terms

This Contract is made on October 22nd, 2021 between **SADA Systems Inc.** (the "Contractor") and **Canada Border Services Agency** ("Canada").

1. Requirement

1.1 The Contractor agrees to provide the Services and perform the Work described in the Contract in accordance with and at the prices set out in Appendix A - Deliverables. Any pricing information included elsewhere in the Contract, including in Annex A – SaaS Solution Service Level Agreement shall be deemed stricken and is of no force or effect.

1.2 Services. The Contractor agrees to provide the following Services:

(a) providing the Services identified in Appendix A, which includes, at a minimum:

(i) granting usage rights to the Software as a Service (SaaS) Solutions ("Solution(s)") identified in Appendix A provided by or hosted by the Contractor;

(ii) providing Solution Documentation;

(iii) maintaining, upgrading, and updating the Solution(s);

(iv) managing incidents and defects to ensure the Solution(s) operate at the applicable service levels;

(v) providing incidental and additionally required information technology infrastructure services; and,

(vi) providing infrastructure services required to deliver the Solution.

1.3 Professional Services. The Contractor agrees to provide the following Professional Services during the Initial Term of the contract:

(a) Google Maps API set-up assistance, configuration optimization and support, specific to ArriveCAN application

(b) Dedicated Enterprise Help Desk Support

i. Live operator phone support by Google Certified Professional Engineers;
ii. 15 minute Service Level for P1 issues;

(c) Dedicated Customer Success Management

i. On-Demand Google Maps Platform Consulting;
ii. Google escalation;
iii. Product roadmaps and early access programs;

(d) Administrative Support

i. Maps Control Panel walk through via screen share with a Maps API Technician;
ii. Maps API license deployment support for administrators and developers; and/or
iii. Maps Quick Start service to deploy license correctly to abide by Google's terms of service.

(e) Onboarding/Console Enablement

i. Upon request Customer Success Manager will provide critical training to better manage Google Maps Platform project(s). Concepts covered during training include:

- (A) Billing reports
- (B) Custom reporting
- (C) Budgets and alerts
- (D) Channel parameters
- (E) Creating multiple projects
- (F) Security/API key restrictions
- (G) Identity and Access Management

(f) Technical Development Support

- i. Google Maps training provided by SADA Customer Engineers for Maps API developers and new team members;
- ii. Assistance with optimizing code and adopting best practices that result in long term cost savings and better end user experiences; iii. Consultation with Maps developers to ensure APIs are being utilized in the most efficient manner;
- iv. Help desk support for Maps API developers;
- v. Comprehensive code review;
- vi. Review and recommendations on code; and/or
- vii. Advice on deployment of Maps API best practices;

(g) Account Management

- i. Monthly reviews of Google Maps Platform spend upon request;
- ii. Quarterly business reviews;
- iii. Ongoing Maps API license deployment support for administrators and developers;
- iv. Strategies on minimizing usage consumption while maximizing user experience;
- v. Google Maps updates; and/or
- vi. Account reviews.

1.4 Professional Services Under a Task Authorization. The Contractor agrees to provide the following Professional Services, as and when requested by Canada, using the Task Authorization process:

(a) Quick Start Guide ("QSG") training and services package;

(b) implementation services;

(c) training services;

(d) data cleansing, migration and transition services; and

(e) advisory services.

1.5 Client. Under the Contract, the "Client" is **Canada Border Services Agency.**

1.6 Reorganization of Clients. The Contractor's obligation to provide the Services and perform the Work will not be affected by (and no additional fees will be payable as a result of) any form of reorganization or restructuring of any Client. Canada may designate replacement Contracting Authority or Technical Authority.

2. Term, Termination and Auto Renewal

2.1 Contract Period. The Contract Period includes the entire period of time during which the Contractor is obliged to provide the Services and perform the Work.

2.2 Initial Term. This Contract begins on the date the Contract is awarded and ends on October 22nd, 2021 to October 21st, 2022.

2.3 Change in Consumption: The Contractor grants to Canada the irrevocable option to increase or decrease their consumption of the SaaS products or services detailed in Appendix A. Where Canada's consumption of the SaaS products or services is decreased, the Contractor agrees that no penalties shall apply as a result.

2.4 Auto-Renewal Opt Out. Canada hereby provides notice to the Contractor that it opts out of any autorenewal of the term obligation. The Contractor acknowledges receipt of the notice, and represents that this Contract will be valid only until the end of the Contract Period, as defined above.

3. Limitation of Expenditure.

1. Canada's total liability to the Contractor under the Contract must not exceed **$374,270.00 USD**. Customs duties are included and Applicable Taxes are extra.

2. The Contractor agrees to provide notification functionality or tool to Canada as part of the Services, to assist Canada in administering the Contract.

   The Contractor further agree to notify the Contracting Authority and Technical Authority in writing for the following reasons, whichever comes first:

   (A) when it is 75% committed, or

   (B) four months before the expiry of the subscription services or contract period, or

   (C) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4. Solution

4.1 Software as a Service. The Contractor will deliver the Solution through a Software as a Service ("SaaS") delivery model, allowing Canada to access and use the Solution which is hosted by the Contractor.

4.2 Commercially-Available Solution. Canada acknowledges that the Solution is a commercially available solution provided to other customers. As part of the subscription to use the Solution, the Contractor agrees to make available to Canada all the features and functionalities included in the commercially available version of the Solution, and the incidental and required information technology infrastructure services required to deliver the Solution, all of which is included in the subscription price.

4.3 Software Application Evolution; Features or Functionalities. Canada acknowledges that the Solution, underlying software application or associated infrastructure may evolve during the course of the Contract Period. The Contractor agrees to continue to provide the Services as the commercially available Solution, with functionality or features with terms that are no less favourable than as at the time of Contract award.

4.4 Improvements to and Evolution of the Solution. The parties acknowledge that technology and business models evolve quickly and that any Solution provided at the beginning of the Contract Period inevitably will be different from the Solution provided at the end of the Contract Period and the method(s) by which the Solution and any potential peripherals are delivered to Canada are likely to change or evolve and that, at the time of entering into this Contract, the parties cannot possibly contemplate all the goods or services that may be delivered under this Contract, other than they will be connected to delivering to Users. With that in mind, the parties agree that:

(a) The Contractor must maintain and continuously improve the Solution and infrastructure throughout the Contract Period on a commercially reasonable basis, and must provide those improvements and enhancements to Canada as part of Canada's subscription, with no price adjustment if those improvements and enhancements are also offered to other customers at no additional cost.

(b) If the Contractor removes any functions from the commercial offering to the Solution and offers those functions in any new or other services or products, the Contractor must continue to provide those functions to Canada as part of Canada's subscription to the Services, under the existing terms and conditions of the Contract regardless of whether those other services or products also contain new or additional functions. The Contractor has no obligation to comply with this paragraph if the Solution acquired by Canada is still offered by Contractor in parallel with the new services offered to other customers.

4.5 Downgrade. If the Contractor is unable to provide the Services with no less favourable core features and functionality, the Contractor will provide written Notice to Canada identifying the circumstance, and alternative options, specifically including a reduction in pricing. If no proposed alternative option is acceptable to Canada, the Contractor agrees to consent to a termination of the Contract. The Contractor agrees to immediately repay the portion of any advance payment for the Services that is unliquidated at the date of the termination to Canada.

5. Services

5.1 Solution Services

(a) **Software as a Service.** The Contractor will provide all Services required for Canada to access and use the Solution as specified in Appendix A.

(b) **Authority.** The Contractor represents and warrants that it owns or has obtained and will maintain throughout the Contract Period, all necessary authority specifically including intellectual property rights required to provide the Services in accordance with the terms of this Contract.

(c) **Indemnification.** The Contractor agrees to indemnify Canada against all losses and expenses (including legal fees) arising out of any intellectual property infringement claim by a third party based on Canada's use of the Solution.

(d) **Accessibility:** The Contractor must ensure that the Solution does not interfere with accessibility standards compliance, as specified in the Standard on Web Accessibility: https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=23601#

(e) **Usage Grant**. The Contractor grants to Canada the non-exclusive, non-assignable right to access and use the Solution from an unlimited number of locations, devices and operating environments, through secure, wireless, mobile or other connection, via the internet, a web browser or other access connection technology which may become available.

(f) **Included.** The Contractor represents and warrants that the Services include

- (i) hosting and maintenance of the Solution,
- (ii) provision of all incidental and additional required information technology infrastructure services, in compliance with all required security standards,
- (iii) the technical infrastructure that complies with all required security standards, allowing Canada to use the Solution to process any of Client's Data in compliance with its expressed security standards, and
- (iv) unfettered access and use by the Client, regardless of the amount of data created, processed or stored by the Solution, all of which is included in the price.

(g) **Restricted Usage Rights.** Canada acknowledges that in providing the Services, the Contractor is not delivering ownership rights to any software product, component of the Solution or infrastructure used by the Contractor to provide the Services, except as expressly provided in a Task Authorization. Canada will not knowingly:

- (i) distribute, license, loan, or sell the Solution;
- (ii) impair or circumvent the Solution's security mechanisms; or
- (iii) remove, alter, or obscure any copyright, trademark, or other proprietary rights notice on or in the Solution.

(h) **Applicable Terms and Conditions**. The Contractor has advised and Canada acknowledges that the Contractor may unilaterally modify the terms under which it provides its commercial offering of the Solution. The Contractor represents and warrants that any such modification will not result in less favourable terms, specifically including price (unless otherwise agreed in a given contract amendment), service levels and remedies, regardless of any notification to the contrary.

(i) **Additional Terms and Conditions.** The parties agree that any terms and conditions, including any "click-through" or "pop-up" notices, that apply to the Contractor's commercial offering of the Solution, including third party tools or incidental infrastructure, will not apply to Canada's use of the Solution if those terms conflict with the express terms of this Contract. The terms and conditions of third party tools not specified as a Service or Solution in Appendix A are not subject to this section.

(j) **Commercial SaaS Offering.** Canada acknowledges that it will accept the Contractor's commercial SaaS offering, and states that, unless explicitly identified as Work or Services to be delivered under this Contract, Canada does not require custom development, alternative services, service levels, functionalities or features.

(k) **Data Retrieval:** The Contractor agrees to make Canada's data available for a minimum of 60 days after the end of the Contract to allow the Client sufficient time to migrate their data to a new environment, at no additional cost to Canada.

(l) **Application Programming Interfaces (API):** The Contractor must:

- (i) Provide Services that use open, published, supported, and documented Application Programming Interfaces (API) to support activities such as interoperability between components and to facilitate migration of applications; and,
- (ii) Provide a means via API for applications to provision services, and extract reporting, billing and financial data pertaining to the cloud services consumed by the Client.
- (iii) Take reasonable measures to protect both internal and external APIs through secure authentication methods. This includes ensuring that all externally exposed API queries require successful authentication before they can be called and providing the ability for the GC to meet the GC's standards on API (https://www.canada.ca/en/government/system/digital-government/modern-emergingtechnologies/government-canada-standards-apis.html).
- (iv) For SaaS the Supplier must provide APIs that provide the ability to:
  - (A) Interrogate data at rest in SaaS applications; and,
  - (B) Assess events and incidents stored in SaaS application logs.

(m) **Service Portal – General:**

The Cloud Service Provider must provide a secure, web-based, self-service online portal that enables Canada to remotely administer the Cloud Services.

- (i) This portal must include, at a minimum:
  - a) Service provisioning;
  - b) Trouble ticketing with email-based notifications;
  - c) Account management and user provisioning including:
    - i. ability to manage users and associated data; and, ii. creating, deleting, and modifying user accounts and permissions;
  - d) Authentication including ability to enable single-sign on (SSO) experience;
  - e) Ability to securely access the portal using multi-factor authentication mechanisms to authenticate users;
  - f) Service health or status information including resource usage statistics, reporting on performance, thresholds and alerts; and
  - g) Service state transitions including starting and stopping.

- (ii) Cloud Service provisioning/de-provisioning must be available via an Application Programming Interface (API). In addition, the Contractor must provide links to documentation, articles, tutorials and guidance in order to help the GC in the use of the API services.

6. Service Levels

Annex A, Service Level Agreement contains the specific information defining the levels and standards for processes and performance expectations for the Services to be delivered under the Contract, and must be read in conjunction with the following section.

6.1 Availability. The Contractor will make the Service available to Canada in strict compliance with Solution Documentation and Annex A, Service Level Agreement.

6.2 Service Credits. The Contractor will provide the applicable Service Credits to Canada for failing to achieve the uptime Solution Availability levels as defined in Annex A, Service Level Agreement.

6.3 Exclusions. The Contractor will expressly specify any exclusions to the Solution Availability levels identified in Annex A, Service Level Agreement.

6.4 Support Services. The Contractor will provide technical support assistance in strict compliance with Annex A Service Level Agreement.

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'accès à l'information.

6.5 Escalation. The Contractor will provide an escalation process for dispute resolution, which is identified in Annex A Service Level Agreement.

6.6 No Infringement. The Contractor warrants that nothing in the Solution, or in Canada's use of the Solution, will infringe or constitute a misappropriation of the intellectual property or other rights of a third party.

7. Service Level Agreement

7.1 The Contractor's Published SaaS Service Level Agreement is attached in Annex A. The service level commitments (detailed in Annex A) must provide commercial client support which includes, at the minimum, any published and commercially available support (i.e. warranty, maintenance and support services) typically provided to customers who provision the SaaS Solution.

7.2 The following terms must be addressed in the Annex A, Service Level Agreement, as applicable:

A. Period during which the Contractor will provide warranty and support;
B. Support services availability;
C. Contact and procedure information for accessing support;
D. Errors – severity level definitions;
E. Procedures for resolution of problems;
F. Response times;
G. Procedures on how and when all telephone, fax or email communications will be responded to;
H. Escalation path and procedures;
I. Downtime definition, scheduled and unscheduled;
J. Service credits – triggers and calculation; and,
K. maintenance entitlements (e.g. patches, updates, major/minor releases, etc.).

7.3 Notifications.

The Contractor must provide the following:

a) Notification of any interruption that is expected to impact service availability and performance, as agreed to by the parties and included in the Service Level Agreements (SLAs);

b) Regular updates on the status of returning the services to an operating state according to the agreed upon SLAs and system availability requirements, both as advance alerts and postimplementation alerts;

c) Information system security alerts, advisories, and directives for vulnerabilities that pose a threat to the Cloud Services.

7.4 Any terms contained in Annex A that purport to interpret the Contract, are the same or similar subject matter, or are related to the terms contained in Contract, are deemed stricken and are of no force or effect.

8. Documentation

8.1 Solution Documentation. The Contractor must provide or deliver access to the commercially available Solution Documentation to Canada upon Contract Award. The Contractor must update Solution Documentation on a commercially reasonable basis.

8.2 Other Documentation. The Contractor must provide or deliver access to any documentation required in performance of the Work.

8.3 **Translation Rights.** The Contractor agrees that Canada may translate any written deliverable, including the Solution Documentation or Training Materials into English or French. The Contractor acknowledges that Canada owns any translation and is under no obligation to provide it to the Contractor. Canada will include any copyright and/or proprietary right notice that was part of the original document in any translation. The Contractor will not be responsible for technical errors that arise as a result of any translation made by Canada.

8.4 **Moral Rights.** At the request of Canada, the Contractor may provide a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the written deliverable. If the Contractor is unable or unwilling to obtain the requested waivers, the Contractor agrees to indemnify Canada against all losses and expenses (including legal fees) arising out of any moral rights infringement claim by a third party based on Canada's translation of written documentation.

8.5 **Defective Documentation.** If at any time during the Contract Period, Canada advises the Contractor of a defect or non-conformance in any part of the documentation delivered with the Work, the Contractor must correct the defect or non-conformance must as soon as possible and at its own expense. Canada may provide the Contractor with information about defects or non-conformance in other documentation, including the Solution Documentation, for information purposes only.

9. Task Authorization

The Contractor's professional services performed under this Contract will be on an "as and when requested basis" using a Task Authorization.

9.1 **As-and-when-requested Task Authorizations.** The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

9.2 Form and Content of draft Task Authorization:

a) The Business Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form" in Appendix C.

b) The draft Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The draft TA will also include the applicable basis (bases) and method (methods) of payment as specified in the Contract.

c) A draft Task Authorization must also contain the following information, if applicable:

  i. the task number;
  ii. The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  iii. the details of any financial coding to be used;
  iv. the categories of resources and the number required;
  v. a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  vi. the start and completion dates;
  vii. milestone dates for deliverables and payments (if applicable);
  viii. the number of person-days of effort required; ix. whether the work requires on-site activities and the location;

x. the language profile of the resources required;

xi. the level of security clearance required of resources;

xii. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and xiii. any other constraints that might affect the completion of the task.

9.3 Contractor's Response to Draft Task Authorization. The Contractor must provide to the Business Technical Authority, within 10 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

9.4 Task Authorization Limit and Authorities for Validly Issuing Task Authorizations

To be validly issued, a TA must include the following signatures:

a) for any TA with a value, inclusive of revisions, of less than or equal to $10,000 (including Applicable Taxes), the TA must be signed by:

  (i) the Business Technical Authority; and

  (ii) a representative from the Contractor; and

b) for any TA with a value greater than this amount, a TA must include the following signatures:

  (i) the Business Technical Authority; and (ii)

  a representative from the Contractor; and

  (iii) the Contracting Authority.

9.5 Any TA that does not bear the appropriate signatures is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

9.6 Periodic Usage Reports. The Contractor must compile and maintain records on its provision of services to the federal government under the Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

9.7 The quarterly periods are defined as follows:

a) 1st quarter: October 1 to December 31;

b) 2nd quarter: January 1 to March 31;

c) 3rd quarter: April 1 to June 30; and

d) 4th quarter: July 1 to September 30.

9.8 The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

9.9 Each report must contain the following information for each validly issued TA (as revised):

a) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

b) a title or a brief description of each authorized task;

c) the name, Category of Personnel of each resource involved in performing the TA, as applicable;

d) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

e) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

f) the start and completion date for each authorized task; and

g) the active status of each authorized task as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

9.10 Each report must also contain the following cumulative information for all the validly issued TAs (as revised):

a) The amount exclusive of Applicable Taxes, specified in the Contract (as last revised, as applicable) as Canada's total liability to the Contractor for all authorized TA's; and

b) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued tasks.

9.11 Consolidation of TAs for Administrative Purposes. The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

10. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list:

(a) These Software as a Service Solution Contract Terms, including all Appendices, and Amendments to the Contract;
(b) Annex A, Service Level Agreement;
(c) Appendix A, Deliverables;
(d) The signed Task Authorizations (including all annexes, if any); and
(e) The Google Maps Platform Terms of Service as updated from time to time, currently located at Google Maps Platform Terms Of Service | Google Cloud;

11. Work.

11.1 Professional Services

a) **Professional Services.** The Contractor must perform and deliver such Professional Services (the “Work”) to Canada as detailed in a Task Authorization.

b) **Conduct of the Work; Warranty.** The Contractor represents and warrants that (a) it is competent to perform the Work, (b) it has everything necessary to perform the Work, including the resources, facilities, labour, technology, equipment, and materials; and (c) it has the necessary qualifications, including knowledge, skill, know-how and experience, to effectively perform the Work.

c) **Time is of the Essence.** It is essential that the Work be delivered within or at the time stated in a Task Authorization.

11.2 Remedies

a) **Work.** If at any time during the Contract Period the Work fails to meet its warranty obligations, the Contractor must as soon as possible correct at its own expense any errors or defects and make any necessary changes to the Work.

b) **Documentation.** If at any time during the Contract Period, Canada discovers a defect or nonconformance in any part of the documentation delivered with the Work, the Contractor must as soon as possible correct at its own expense the defect or non-conformance.

c) **Canada’s Right to Remedy.** If the Contractor fails to fulfill any obligation described herein within a reasonable time of receiving a notice, Canada will have the right to remedy or to have remedied the defective or non-conforming Work at the Contractor’s expense. If Canada does not wish to correct or replace the defective or non-conforming Work, an equitable reduction will be made in the Contract Price.

11.3 Subcontracts

a) **Conditions to Subcontracting.** The Contractor may subcontract the performance of the Work, provided (a) the Contractor obtains the Contracting Authority’s prior written consent, (b) the subcontractor is bound by the terms of this Contract, and (c) the Contractor remains liable to Canada for all the Work performed by the subcontractor.

b) **Exceptions to Subcontracting Consent.** The Contractor is not required to obtain consent for subcontracts specifically authorized in the Contract. The Contractor may also without the consent of the Contracting Authority: (i) purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business (ii) subcontract any incidental services that would ordinarily be subcontracted in performing the Work; and (iii) permit its subcontractors at any tier to make purchases or subcontract as permitted in subsections (i) and (ii).

11.4 Excusable Delay

a) **No Liability.** The Contractor will not be liable for performance delays nor for non-performance due to causes beyond its reasonable control that could not reasonably have been foreseen or prevented by means reasonably available to the Contractor, provided the Contractor advises the Contracting Authority of the occurrence of the delay or of the likelihood of the delay as soon as the Contractor becomes aware of it (referred to as an “**Excusable Delay**”).

b) **Notice**. The Contractor must also advise the Contracting Authority, within 15 business days, of all the circumstances relating to the delay and provide to the Contracting Authority for approval of a clear work around plan explaining in detail the steps that the Contractor proposes to take in order to minimize the impact of the event causing the delay.

c) **Delivery and Due Dates**: Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.

d) **Canada not responsible for Costs**: Unless Canada has caused the delay by failing to meet an obligation under the Contract, Canada will not be responsible for any costs incurred by the Contractor or any of its subcontractors or agents as a result of an Excusable Delay.

e) **Right to Terminate.** If such an event prevents performance under the Contract for more than 30 calendar days, then the Contracting Authority may elect to terminate the TA, or part or all of this Contract on a "no fault" basis, meaning neither party will be liable to the other in connection with the Excusable Delay or resulting termination, and Canada will only be responsible for paying for the Work received up to the effective date of the termination.

11.5 Professional Services: Transition Services

a) **Migration.** The Contractor acknowledges that due to the nature of the Services provided under the Contract, Canada may require continuity. Prior to the transition to the new contractor or to Canada, the Contactor must provide all operational, technical, design and configuration information and documentation for all Services required to complete the transition, provided that it is not Contractor confidential information. The Contractor represents and warrants that it will not directly or indirectly interfere with or impede Canada's access to or transfer of Client's Data.

b) **Migration and Transition Services.** The Contractor agrees that, in the period leading up to the end of the Contract Period, if Migration or Transition Services are requested by Canada, it will reasonably assist Canada in the transition from the Contract to a new contract with another supplier and or migrate Client's Data to a new supplier environment, that there will be no charge for the services other than those charges set out in the Basis of Payment.

11.6 Inspection and Acceptance of the Work

a) **Inspection by Canada**: All the Work is subject to inspection and acceptance by Canada. Canada's inspection and acceptance of the Work does not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any work that is not in accordance with the requirements of the Contract and the Contractor is required to correct or replace it at its own expense.

b) **Acceptance Procedures**: Unless provided otherwise in the Contract, the acceptance procedures are as follows:

    (i) when the Work is complete, the Contractor must notify the Technical Authority in writing, with a copy to the Contracting Authority, by referring to this provision of the Contract and requesting acceptance of the Work;

    (ii) Canada will have 30 days from receipt of the notice to perform its inspection (the **"Acceptance Period"**).

c) **Deficiencies and Resubmission of Deliverable**: If Canada provides notice of a deficiency during the Acceptance Period, the Contractor must address the deficiency as soon as possible and notify Canada in writing once the Work is complete, at which time Canada will be entitled to re-inspect the Work before acceptance and the Acceptance Period will begin again. If Canada determines that a deliverable is incomplete or deficient, Canada is not required to identify all missing items or all deficiencies before rejecting the deliverable.

d) **Access to Locations**: The Contractor must provide representatives of Canada access to all locations where any part of the Work is being performed, other than multi-tenant data centres, at any time during working hours. Representatives of Canada may make examinations and such tests of the Work as they may think fit. The Contractor must provide all assistance and facilities, test pieces, samples and documentation that the representatives of Canada may reasonably require for the carrying out of the inspection. The Contractor must forward such test pieces and samples to such person(s) or location(s) as Canada specifies.

e) **Contractor Inspection for Quality**: The Contractor must inspect and approve any part of the Work before submitting it for acceptance or delivering it to Canada. All deliverables submitted by the Contractor must be of a professional quality, free of typographical and other errors, and consistent with the highest industry standards.

f) **Inspection Records**: The Contractor must keep accurate and complete inspection records that must be made available to Canada on request. Representatives of Canada may make copies and take extracts of the records during the performance of the Contract and for up to three years after the end of the Contract.

g) **Informal Feedback**: Upon request by the Contractor, Canada may provide informal feedback prior to any deliverable being formally submitted for acceptance. However, this must not be used as a form of quality control for the Contractor's Work. Canada is not obliged to provide informal feedback.

12. Rights & Remedies

12.1 Rights are Cumulative:

All rights and remedies provided in the Contract or by law are cumulative, not exclusive.

12.2 Termination for Default

(a) **Notice of Default:** The Contracting Authority may serve the Contractor with written Notice of Termination for Default of part or all of the Contract. The Notice will identify the breach, the relevant circumstances, any proposed cure period, the affected Work or Services (if partial termination), any action plan requirement, any required Transition or Migration Services, and the effective date of termination. The Notice will also identify whether Canada reserves any additional damages claim.

(b) **Contractor Compliance:** The Contractor must comply with the requirements of the Notice.

(c) **Total Breach**: If, in Canada's reasonable opinion, the Contractor's default is a total or material breach of the Contract, Canada may immediately terminate the Contract by the Notice. For clarity, Canada's opinion may be based on circumstances including but not limited to:

   (i) the Contractor's non-performance of a material contract obligation;

   (ii) the Contractor irrefutably appears unable to perform a material contract obligation, due to factors beyond the Contractor's control. For clarity, this includes, actual or apparent insolvency, repeated failure to produce acceptable deliverables under this or other similar contracts with Canada,

   (iii) the Contractor's multiple or repeated, uncured breach of an intermediate contract obligation(s), and

   (iv) the Contractor's default adversely impacting government operations.

(d) **Other Default:**

  (i) If the Contractor defaults are not Total Defaults, Canada will identify a Cure Period during which the Contractor must remedy the default and may require an action plan.

  (ii) If, in response to the Notice, the Contractor indicates its inability or unwillingness to cure the default, Canada may terminate the Contract for default immediately.

  (iii) If the Contract (including any individual Task Authorization) specifies that a specific default will be subject to no cure period, Canada may terminate the Contract for default immediately without providing any opportunity to cure the default.

(e) Canada is not required to notify the Contractor of any or every default. The Parties agree Canada may choose to not use this formal notification process or may choose to extend time to the Contractor, and neither will construed as Canada waiving any rights or acquiescing in the Contractor's default.

(f) If Canada terminates the Contract for default, Canada will only pay for completed Work or Services delivered and accepted, prior to the termination date. Canada will not pay any amount exceeding the value of the Work or Services accepted. The Contractor agrees to immediately repay the portion of any advance payment that is unliquidated at the date of the termination to Canada.

12.3 Termination for Convenience

(a) **Notice of Termination:** The Contracting Authority may serve the Contractor with written Notice of Termination for Convenience of part or all of the Work under the Contract. The Notice will identify the effective date of termination, the affected Work (if partial termination), and any required Transition or Migration Services. The Contractor must comply with the requirements of the Notice, including continuing to perform or deliver Services or Work not affected by the termination.

(b) The Contractor agrees to immediately repay the portion of any advance payment that is unliquidated at the date of the termination to Canada.

(c) If, under (a), Canada terminates **all of a portion of the Work,** Canada will pay the Contractor reasonable costs incidental to the termination of the Work incurred by the Contractor, specifically excluding costs related to severance of employees, unless the Contractor establishes those costs arise from statutory obligations.

(d) The parties agree that these amounts represent a genuine estimate of liquidated damages that would result to the Contractor for early termination of the Contract, and not a penalty.

13. Basis of Payment

13.1 Subscription. For the Services, including access to and use of the Solution, Solution Documentation, Support Services, and incidental and additionally required information technology infrastructure services (all the Services described in this Contract that is not Work), Canada shall pay the prices detailed in Appendix A – Deliverables.

13.2 Professional Services. Canada will pay the Contractor the Firm Lot Price detailed in Appendix A - Deliverables, customs duties included and Applicable Taxes extra for the Work.

13.3 Professional Services provided under a Task Authorization. For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables / the firm price set out in the Task Authorization, in accordance with the firm all-inclusive per diem rates set out in Appendix A – Deliverables, if available. Applicable Taxes extra.

13.4 Pricing Stability

The Contractor acknowledges that it is important to Canada to be able to continue to access the SaaS products and services detailed in Appendix A after the Term of Contract. The Contractor accordingly offers to continue to provide the SaaS products and services at reasonable rates and on all of the other terms and conditions set out in this Contract, subject to execution by the parties of a formal contract(s) therefor. For each of the 2 years that follow the Term of Contract, the Contractor hereby offers annual rates that are the lesser of:

a) the Contractor's then current published rates; and

b) the previously contracted rates adjusted by the percentage difference in the Consumer Price Index (CPI) as determined by Statistics Canada, for the 12 month period immediately preceding the date on which the price change is to be effective; and

c) 3% more than the annual rates provided to Canada in the preceding year under this Contract or under any extension entered into pursuant to this Article;

and the Contractor's obligations under this Article shall survive termination or expiry of this Contract.

13.5 Price Certification

The Contractor certifies that the price quoted is not in excess of the lowest price charged anyone else, including the Contractor’s most favoured customer, for the like quality and quantity of the goods, services or both.

13.6 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

14. Payments

14.1 Invoices

(a) **Invoice Submission**. The Contractor must submit invoices for the Services and delivery of any Work, as applicable.

(b) **Invoice Requirements**. Invoices must be submitted in the Contractor’s name and contain:

  (i) the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);

  (ii) details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;

(iii) Applicable Taxes must be shown as a separate line item along with corresponding registration numbers from the tax authorities and all items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices

(iv) deduction for holdback, if applicable; and

(v) the extension of the totals, if applicable.

(c) **Taxes**

(i) **Payment of Taxes**. Applicable Taxes will be paid by Canada as provided in the Invoice Submission section. It is the sole responsibility of the Contractor to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Contractor must remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

(ii) **Withholding for Non-Residents**. Canada must withhold 15 percent of the amount to be paid to the Contractor in respect of services provided in Canada if the Contractor is not a resident of Canada, unless the Contractor obtains a valid waiver from the Canada Revenue Agency. The amount withheld will be held on account for the Contractor in respect to any tax liability which may be owed to Canada.

(d) **Certification of Invoices**. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

14.2 Payment Period. Canada will pay the Contractor's undisputed invoice amount within 30 days of receipt. In the event, an invoice is not in acceptable form and content, Canada will notify the Contractor and the 30 day payment period will begin on receipt of a conforming invoice.

14.3 Interest on Late Payments. Canada will pay to the Contractor simple interest at the Average Rate plus 3 percent per year on any amount that is overdue, from the date that amount becomes overdue until the day before the date of payment, inclusive, provided Canada is responsible for the delay in paying the Contractor. Canada will not pay interest on overdue advance payments.

14.4 Method of Payment – Software as a Service

(a) Canada will make payment to the Contract for the Services in arrears.

(b) If Canada disputes an invoice for any reason, Canada will pay the Contractor the undisputed portion of the invoice, as long as the undisputed items are separate line items on the invoice and owed. In the case of disputed invoices, the invoice will only be considered to have been received for the purposes of the section 14.3 once the dispute is resolved.

14.5 Method of Payment – Professional Services

(a) Canada will make payment to the Contract for the Services in advance. Where payment is made in advance, the advance payment period shall not exceed 12 months. Payment in advance does not prevent Canada from exercising any or all potential remedies in relation to this payment or the delivery of the Services.

(b) If Canada disputes an invoice for any reason, Canada will pay the Contractor the undisputed portion of the invoice, as long as the undisputed items are separate line items on the invoice and owed. In the case of disputed invoices, the invoice will only be considered to have been received for the purposes of the section 14.3 once the dispute is resolved.

14.6 Method of Payment – Task Authorizations with a Ceiling Price

For any TA using Professional Services categories issued under this Contract, Canada will pay the Contractor in accordance with the following method of payment.

For any authorized Task Authorization issued under the Contract that contains a Ceiling price:

i. Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

ii. Canada will pay the Contractor within 30 days of receiving a complete invoice (and any required substantiating documentation). If Canada disputes an invoice for any reason, Canada will pay the Contractor the undisputed portion of the invoice, as long as the undisputed items are separate line items on the invoice and are owing. In the case of disputed invoices, the invoice will only be considered to have been received for the purposes of the section of the General Conditions entitled "Interest on Overdue Accounts" once the dispute is resolved.

iii. Once Canada has paid the Ceiling price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

14.7 Limitation of Expenditure. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

14.8 Electronic Payment of Invoices. The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(a) Visa Acquisition Card;
(b) MasterCard Acquisition Card;
(c) Direct Deposit (Domestic and International);
(d) Electronic Data Interchange (EDI);
(e) Wire Transfer (International Only);
(f) Large Value Transfer System (LVTS) (Over $25M)

15. Insurance Requirements. The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

16. Limitation of Liability

16.1 First Party Liability:

(a) **Contract Performance:** The Contractor is fully liable for all damages to Canada, arising from the Contractor's performance or failure to perform the Contract.

(b) **Data Breach:** The Contractor is fully liable for all damages to Canada resulting from its breach of security or confidentiality obligations resulting in unauthorized access to or unauthorized disclosure of records or data or information owned by Canada or a third party.

(c) **Limitation Per Incident:** Subject to the following section, irrespective of the basis or the nature of the claim, the Contractor's total liability per incident will not exceed the cumulative value of the Contract invoices for 12 months preceding the incident.

(d) **No Limitation**: The above limitation of Contractor liability does not apply to:

(i) wilful misconduct or deliberate acts of wrongdoing, and (ii)
any breach of warranty obligations.

16.2 Third Party Liability: Regardless whether the third party claims against Canada, the Contractor or both, each Party agrees that it will accept full liability for damages that it causes to the third party in connection with the Contract. The apportionment of liability will be the amount set out by agreement of the Parties or determined by a court. The Parties agree to reimburse each other for any payment to a third party in respect of damages caused by the other, the other Party agrees to promptly reimburse for its share of the liability.

17. General Provisions

17.1 Applicable Laws. This Contract will be interpreted and governed by the laws of Ontario.

17.2 Survival. All the parties' obligations of confidentiality, representations and warranties set out in the Contract as well as the provisions, which by the nature of the rights or obligations might reasonably be expected to survive, will survive the expiry or termination of the Contract.

17.3 Severability. If any provision of this Contract is declared unenforceable by an authoritative court, the remainder of this Contract will remain in force.

17.4 Waiver. The failure or neglect by a party to enforce any of rights under this Contract will not be deemed to be a waiver of that party's rights.

17.5 No Bribe. The Contractor warrants that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view to influencing the entry into the Contract or the administration of the Contract.

17.6 Contingency Fees. The Contractor represents that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee for the solicitation, negotiation or obtaining of the Contract to any person, other than an employee of the Contractor acting in the normal course of the employee's duties. In this section, "contingency fee" means any payment or other compensation that depends or is calculated based on a degree of success in soliciting, negotiating or obtaining the Contract and "person" includes any individual who is required to file a return with the registrar pursuant to section 5 of the *Lobbying Act*, 1985, c. 44 (4th Supplement).

17.7 International Sanctions.

(a) Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

(b) The Contractor must not supply to the Government of Canada any goods or services which are subject to economic sanctions.

(c) The Contractor must comply with changes to the regulations imposed during the period of the Contract. The Contractor must immediately advise Canada if it is unable to perform the Work as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated.

17.8 Integrity Provisions - Contract. The *Ineligibility and Suspension Policy* (the "Policy") and all related Directives incorporated by reference into the bid solicitation on its closing date are incorporated into, and form a binding part of the Contract. The Contractor must comply with the provisions of the Policy and Directives, which can be found on Public Works and Government Services Canada's website at *Ineligibility and Suspension Policy*.

17.9 Code of Conduct for Procurement - Contract. The Contractor agrees to comply with the *Code of Conduct for Procurement* and to be bound by its terms for the period of the Contract.

17.10 Conflict of interest and Values and Ethics Codes for the Public Service. The Contractor acknowledges that individuals who are subject to the provisions of the *Conflict of interest Act*, 2006, c. 9, s. 2, the Conflict of interest Code for Members of the House of Commons, the Values and Ethics Code for the Public Service or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract.

18. Authorities

Contracting Authority

The Contracting Authority for the Contract is:

Name: Michael Pignat
Title: Supply Specialist
Organization: Public Services and Procurement Canada
Address: 10 rue Wellington Gatineau, QC
Telephone: 873-354-4163
E-mail address: Michael.Pignat@tpsgc-pwgsc.gc.ca

The Contracting Authority must receive a copy of the Invoice for Canada's record and review.

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information.

Technical Authority

The Technical Authority for the Contract is:
Name: Steve Lauzon

Title: Director, Border Technologies Innovation Directorate

Organization: Canada Border Services Agency

Address: 355 North River Rd., Ottawa, ON K1A 0L8

Telephone: 613-769-1040

E-mail address: Steve.Lauzon@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Client Administrative Contact

The Client Administrative Contact is:
Name: Catrina Santiago

Title: Administrative Planning Officer

Organization: Canada Border Services Agency

Telephone: 343-291-5036

E-mail address: CBSA.BTID_Procurement-Approvisionnement_DTFI.ASFC@cbsa-asfc.gc.ca

The Client Administrative Contact must receive the original Invoice. All inquiries for request for payment must be made to the Client Administrative Contact.

Contractor's Representative

The Contractor's Representative is:
Name:

Title: Resource Coordinator

Telephone:

E-mail address:

ANNEX A – SERVICE LEVEL AGREEMENT

Google Maps Platform Service Level Agreement (SLA)

During the Term of Customer's Google Maps Core License Agreement or Google Cloud & Google for Education Commercial Partner Program Agreement (formerly the Google for Work & Google for Education Commercial Partner Program Agreement) (the "Agreement"), for any of the Covered Services, Google will use reasonable commercial efforts to provide to Customer a Monthly Uptime Percentage of at least 99.9% for each Covered Service (the "Service Level Objective" or "SLO"). Capitalized terms not defined in this SLA will have the meanings given to them in the Agreement.

If Google does not meet the SLO, and if Customer meets its obligations under this SLA, Customer will be eligible to receive the Financial Credits described below. This SLA states Customer's sole and exclusive remedy for any failure by Google to meet the SLO. If the Agreement is the Google Cloud & Google for Education Commercial Partner Program Agreement, then all references to "Customer" in this SLA mean "Partner", and any Financial Credit(s) will only apply for the impacted Partner order(s) under the Agreement.

Customer Must Request Financial Credit

In order to receive a Financial Credit, Customer must notify Google technical support within 30 days from the time Customer becomes eligible to receive a Financial Credit, for each individual Covered Service. If Customer does not comply with this requirement, Customer will forfeit its right to receive a Financial Credit.

When requesting Financial Credit, Customer must provide Google with date and time information regarding the Downtime for a specific Covered Service. Customer acknowledges and agrees that Google will assess and determine whether the specified Covered Service failed to meet the SLO, and that Financial Credits are eligible. If a dispute arises with respect to this SLA, Google will make a determination in good faith based on the available information, which Google may make available for auditing by Customer at Customer's request.

Maximum Financial Credit.

The aggregate maximum number of Financial Credits to be issued by Google to Customer for any and all Downtime Periods that occur in a single calendar month will not exceed 50% of the amount due by Customer for the Covered Service for the applicable month. Financial Credits will be made in the form of a monetary credit applied to future use of the Service and will be applied within 60 days after the Financial Credit was requested.

SLA Exclusions.

The SLA does not apply to any (a) features designated Early Access ("Trusted Tester"), Alpha, or Beta (unless otherwise set forth in the associated Documentation or if the controlling Agreement specifically states the SLA applies); (b) features or Services excluded from this SLA (as stated in the associated Documentation); or (c) performance issues or errors: (i) caused by factors outside of Google's reasonable control; (ii) that resulted from any actions or inactions of Customer or any third parties; (iii) that resulted from Customer's or a third party's software or hardware; (iv) that resulted from abuses or other behaviors that violate the Agreement; (v) that resulted from quotas applied by the system or listed in the Admin Console; or (vi) that resulted from Customer use of the Covered Service inconsistent with the Documentation, including but not limited to invalid requests, unauthorized use, or inaccessible data.

Definitions

The following definitions apply to this SLA:

“Covered Service” means the following Google Maps Platform Services:
Directions API
Distance Matrix API
Elevation API
Geocoding API
Geolocation API
Maps JavaScript API
Maps SDK for Android
Maps SDK for iOS
Maps Static API
Places API
Places SDK for Android
Places SDK for iOS
Roads API
Street View Static API Time
Zone API

"Downtime" means the average server-side response time for a Valid Request is greater than three seconds. Downtime is measured for each Covered Service based on the global server-side response time thresholds.

"Downtime Period" means a period of ten consecutive minutes of Downtime, for any individual Covered Service. Intermittent Downtime for a period of less than ten minutes, for any individual Covered Service, will not be counted towards any Downtime Periods. Downtime as part of Scheduled Maintenance, for any individual Covered Service, will not be counted towards any Downtime Periods. Downtime Periods that occur for any one individual Covered Service will not apply to any other Covered Service Downtime Periods.

"Financial Credit" means the following:

Monthly Uptime Percentage	**Percentage of monthly bill for the Covered Service which does not meet SLO that will be credited to future monthly bills of Customer**
99.0% - < 99.9%	10%
95.0% - < 99.0%	25%
< 95.0%	50%

"Monthly Uptime Percentage" means the total number of minutes in a calendar month minus the number of minutes of Downtime suffered from all Downtime Periods in a calendar month, divided by the total number of minutes in a calendar month.

"Scheduled Downtime" means those times where Google notifies Customers of periods of Downtime seven days prior to the commencement of such Downtime. There will be no more than twelve hours of Scheduled Downtime per calendar year. Scheduled Downtime is not considered Downtime for purposes of this SLA, and will not be counted towards any Downtime Periods.

"Valid Requests" are requests to the Services that conform to the Documentation, and that would normally result in a non-Error response.

Warranty & Support.

The Warranty is ongoing for the duration of the Contract.
SADA will provide the following technical support services

- 15-minute response time for P1 cases
- 24/7 365 support for P1 cases
- Business hours (6:00 AM to 6:00 PM PST) support for P2-P4 cases
- Phone, email, web based portal, and chat support ((818) 766 2400 x1, mapssupport@sada.com, https://cs.sada.com, https://cs.sada.com/csm?chat=true&id=csm_login)
- Tiered support with escalation process
- Technical experts with advanced product knowledge
- Access to Google Support Engineers
- Dedicated customer success manager
- Operational health reviews
- New feature/product reviews

* All P1 tickets need to be submitted via phone call or Customer Success Portal

SADA Systems Inc. Service Level Response Times

Priority	**Definitions**	**Response Time**	**Status Update Level**
1	•Defect causing the Software Product to be unusable •Major function is unavailable with no acceptable bypass/ workaround	15 minutes*	1 hour
2	•Major function is unavailable but acceptable bypass workaround is available	2 Business hours	2 Business hours
3	•Defect causing a minor function to be disabled •Some function is not working correctly Minimal impact on the user community	4 Business hours	1 Business day
4	•Defect is not time critical •Defect causing no function to be disabled •Does not impact user community	8 Business hours	1 Business day

Issue Priority	**Response Time**
Priority 1	Within 15 minutes, 24 hours a day, 7 days a week
Priority 2	Within 2 hour, during the Hours of Operation
Priority 3	Within 8 hours, during the Hours of Operation
Priority 4	Next day, during the Hours of Operation

Hours of Operation means 6:00 AM to 6:00 PM PST Monday – Friday

Priority 1 means Critical Impact – Service Unusable in Production Critical service issue with an inproduction service unavailable or unusable with no workaround.

Priority 2 means High Impact – Service Use Severely Impaired Issue critically impacting service. Service does not work as expected, with no feasible workaround.

Priority 3 means Medium Impact – Service Use Partially Impaired Service does not work as expected but a workaround is available.

Priority 4 means Low Impact – Service Fully Usable

Procedures for resolution of problems:

SADA provides tiered support with an escalation process. As a Google Premier partner SADA can escalate cases to Google's support team as required.

Level	Response
1	Enterprise Support Solution
2	Technical Account Manager/Incident Manager
3	SADA Engineering
4	Google Support

APPENDIX A – DELIVERABLES

1. LIST OF INITIAL DELIVERABLES

Table 1.1 – Software as a Service			
Part Number	**Description**	**Period**	**Price (An Amount Up to)**
GMAPS-CORE-SERVICES	Google Maps Platform for Enterprise use, 12-month term, including complete GoogleMaps API integration & setup for ArriveCAN application, including: ● Bug fixes ● Setup assistance ● Project-specific support ● Configuration optimization Software as a Service invoices will be issued on a monthly basis in accordance with the pricing tiers observed in section 2.	[redacted]	[redacted]
		Sub-Total (USD):	$276,010.00

Table 1.2 - SADA Support Services			
Part Number	**Description**	**Period**	**Firm Lot Price**
Geo Support Services Package	Comprehensive Google Maps Support provided by SADA Systems for the full term of the contract, including but not limited to: (a) Google Maps API set-up assistance, configuration optimization and support, specific to ArriveCAN application (b) Dedicated Enterprise Help Desk Support; (c) Dedicated Customer Success Management; (d) Administrative Support; (e) Onboarding/Console Enablement; (f) Technical Development Support; and (g) Account Management	[redacted]	[redacted]
		Sub-Total (USD):	$55,202.00

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

2. GOOGLE MAPS PLATFORM PRICING TIERS

2.1 Maps	COST PER THOUSAND (CPM) (All prices in USD)						
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Monthly volume range	1 to 100,000	100,001 to 500,000	500,001 to 1,000,000	1,000,001 to 5,000,000	5,000,001 to 10,000,000	10,000,001 to 20,000,000	20,000,001 and more
Mobile Native Static Maps							
Mobile Native Dynamic Maps							
Embed							
Embed Advanced*							
Static Maps							
Dynamic Maps							
Static Street View							
Dynamic Street View							

2.2 Routes	COST PER THOUSAND (CPM) (All prices in USD)						
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Monthly volume range	1 to 100,000	100,001 to 500,000	500,001 to 1,000,000	1,000,001 to 5,000,000	5,000,001 to 10,000,000	10,000,001 to 20,000,000	20,000,001 and more
Directions							
Directions Advanced							
Distance Matrix							
Distance Matrix Advanced							
Roads - Route Traveled							
Roads - Nearest Road							
Roads - Speed Limits**							

2.3 Places	COST PER THOUSAND (CPM) (All prices in USD)						
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Monthly volume range	1 to 100000	100,001 to 500,000	500,001 to 1,000,000	1,000,001 to 5,000,000	5,000,001 to 10,000,000	10,000,001 to 20,000,000	20,000,001 and more
Autocomplete - Per Request							
Autocomplete without Places Details - Per Session							
Autocomplete (included with Places Details) - Per Session***							
Query Autocomplete - Per Request							
Places Details - Basic							
Places Details - Contact Data							
Places Details - Atmosphere Data							
Places Photo							
Find Place - (Inc. PD Basic Data)							
Find Current Place - (Inc. PD Basic Data)							
Places - Nearby Search - (Inc. PD Basic Data)							
Places - Text Search - (Inc. PD Basic Data)							
Geocoding							
Geolocation							
Time Zone							
Elevation							

3. As and when Requested Services (Task Authorizations)

A portion of the Work to be performed under the Contract may be required on an "as and when requested basis" using a Task Authorization (TA).

The All Inclusive Daily Fixed Rates quoted below are firm for the periods specified commencing on Contract Award.

3.1 Professional Services (On an as and when requested basis

Number	Category Description	Level	Per Diem Rate
1	Principal - Application Development	Senior	[redacted]
2	Sr. App Dev Consultant / Architect	Senior	[redacted]
3	Sr. Staff Software Engineer (AppMod)	Senior	[redacted]
4	Software Engineer	Intermediate	[redacted]

APPENDIX B – DEFINITIONS AND INTERPRETATIONS

In this Contract, unless the context otherwise requires, the following terms shall have the following meanings:

“Asset” means all information technology resources used, accessed or managed by the Supplier to provision and deliver the Services described in this Agreement (including, without limitation, all technology resources at the Supplier’s Service Locations or at the Supplier’s or a Supplier Subcontractor’s data centre, networking, storage, servers, virtualization platforms, operating systems, middleware, and applications).

“Applicable Taxes” means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

“Average Rate” means the simple arithmetic mean of the Bank Rates in effect at 4:00 p.m. Eastern Time each day during the calendar month immediately before the calendar month in which payment is made.

“Bank Rate” means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association.

“Canada”, “Crown”, “Her Majesty” or “the Government” means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

“Canada Data” means information or data, regardless of form or format: (A) disclosed by or related to Canada’s personnel, clients, partners, joint venture participants, licensors, vendors or suppliers; (B) disclosed by or related to End Users of the Services; or (C) collected, used or processed by, or stored for, the Services; which is directly or indirectly: (i) disclosed to the Supplier or Supplier Subcontractors by or on behalf of Canada or the End Users; (ii) to which the Supplier or any Supplier Subcontractors obtains access, intentionally or inadvertently; (iii) resident on any Asset, or on any other network, System or Hardware used or managed for Canada by the Supplier for the Services and Supplier’s services, including Supplier Infrastructure; or (iv) generated, developed, acquired or otherwise obtained by the Supplier or any Supplier Subcontractor or Sub-processor as part of or in the course of providing the Services; and (v) includes all information derived from such information and all metadata forming part of or associated with such information. For greater certainty, “Canada Data” includes all information and data stored in or processed through the Services, Assets, or Supplier Infrastructure.

“Client” means the department or agency for which the Work and/or Services are performed under the Contract. In such respect, Client may refer to any Government Department, Departmental Corporation or Agency, or other Crown entity described in the Financial Administration Act (as amended from time to time), and any other party for which the Department of Public Works and Government Services may be authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act.

“Client Data” means (i) any data provided to the Contractor by Client or at its direction in connection with the Solution and (ii) all content that the Contractor develops and delivers to Client, and that Client accepts, in accordance with this Contract.

“Cloud Computing” means a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

“Cloud Infrastructure” means the collection of hardware and software that enables the five essential characteristics of cloud computing. The cloud infrastructure can be viewed as containing both a physical layer and an abstraction layer. The physical layer consists of the hardware resources that are necessary to support the cloud services being provided, and typically includes server, storage and network components. The abstraction layer consists of the software deployed across the physical layer, which manifests the essential cloud characteristics. Conceptually the abstraction layer sits above the physical layer. [NIST]

“Cloud Service Provider (“CSP”)” means the entity that owns, operates and maintains the physical infrastructure on which a Solution is hosted and from which a Solution is distributed. A CSP may also be SaaSP if they host and distribute their own and third-party solutions.

“Commercially Available” means a product and/or service available to the public to obtain for use or consumption and requires no special modification or maintenance over its life cycle.

“Contract” means the articles of the Contract, any general conditions, any supplemental general conditions, annexes, appendices and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time.

“Contracting Authority” means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract.

“Contractor” means the entity named in the Contract to provide the Services and/or the Work to Canada

“Contract Price” means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes.

“Cost” means cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the Contract.

“Date of payment” means the date of the negotiable instrument drawn by the Receiver General for Canada to pay any amount under the Contract.

“Deliverable” or “Deliverables”, when used generically, refers to any discrete part of the Work to be performed for Canada.

“Device” means equipment having a physical central processor unit (CPU), mass storage and input output devices such as keyboard and monitor and includes servers, desktops, workstations, notebooks, laptops, personal digital assistants and mobile computing equipment.

“Error” means any instruction or statement contained in or absent from the Solution, which, by its presence or absence, prevents the Solution from operating in accordance with the Specifications.

“Federal Government Working Day” is defined as Monday to Friday, 8:00 am to 4:00 pm Eastern Time, excluding statutory holidays observed by Canada.

“IaaS“ or “Infrastructure as a Service” means the capability provided to the consumer is to provision processing, storage, networks, and other fundamental computing resources where the consumer is able to deploy and run arbitrary software, which can include operating systems and applications. The consumer does not manage or control the underlying cloud infrastructure but has control over operating systems, storage, and deployed applications; and possibly limited control of select networking components (e.g., host firewalls).”

“IaaS Infrastructure” means Infrastructure managed by the Contractor and provided as a Service (e.g. Data Center, Networking, Storage, Servers, Virtualization platform). This also includes the Systems, Hardware and Software that are used to manage, operate and provision an IaaS Infrastructure.

“Information Assets” means any individual data element of such Canada Data.

“Information Spillage” means incidents where an Information Asset is inadvertently placed on an Asset or System that is not authorized to process it (e.g. ITSG-33, IR-9).

“Overdue” means the time when an amount is unpaid on the first day following the day on which it is due and payable according to the Contract.“PaaS” or ”Platform as a Service” means the capability provided to the consumer to deploy onto the cloud infrastructure consumer-created or acquired applications created using programming languages, libraries, services, and tools supported by the provider. [NIST]

“PaaS Infrastructure” means the platform infrastructure managed by the Contractor and provided as a Service (e.g. Data Center, Networking, Storage, Servers, Virtualization platform, O/S, Middleware, and Runtime). This also includes the Systems, Hardware and Software that are used to manage, operate and provision the PaaS Infrastructure.

“Party” means Canada, the Contractor, or any other signatory to the Contract and “Parties” means all of them.

“Personal Information” means information that is about an identifiable individual and recorded in any form, as defined in section 3 of the Privacy Act. Examples include, but are not limited to the information relating to race, nationality, ethnic origin, religion, age, marital status, address, education as well as the medical, criminal, financial or employment histories of an individual. Personal information also includes any identifying number or symbol, such as the social insurance number, assigned to an individual.
Definition from Government of Canada Justice Laws Website: https://laws-lois.justice.gc.ca/eng/acts/P21/section-3.html

“Processor” means a natural or legal person, public authority, agency or other body that processes Personal Information on behalf of, and in accordance with the instructions of, Canada.

“Product Manufacturer” means the entity which assembles the component parts to manufacture a Product.

“Public Cloud” means the cloud infrastructure is provisioned for open use by the general public. It may be owned, managed, and operated by a business, academic, or government organization, or some combination of them. It exists on the premises of the cloud provider.

“Public Cloud Services” means a shared pool of configurable Cloud Computing service models made available to users as a rapid, on demand, elastic self service via the Internet from a Cloud Service Provider's servers as opposed to being provided from a company's own on-premises servers, but does not include managed services, training, private or on-premises cloud services, or professional or consulting services that exceed standard public commercially available support services.

“Public Services and Procurement Canada” or “Public Works and Government Services Canada” means the Department of Public Works and Government Services as established under the Department of Public Works and Government Services Act.

“Quick Start” Services – means a defined package of services possibly including essential training on best practices, Architecture, Deployment, Operational Design Integration, scalability, or use of the Solution. Also sometimes referred to as a Jump Start Package or Quick Start Guide.

“Record” means any hard copy document or any data in a machine-readable format containing Personal Information or Canada data.

“SaaS Infrastructure” means infrastructure managed by the supplier (or a supplier's subcontractor) in order to offer a SaaS service (e.g. data center, networking, storage, servers, virtualization platform, operating system, middleware, Runtime, data, applications). It also includes the systems, hardware and software used to manage, operate and deliver SaaS infrastructure.

“SaaS Publisher” (“SaaSP”) means the entity that owns, operates, maintains and distributes SaaS Solutions.

“SaaS Solution” or “Solution” means the software application delivered through a SaaS distribution model in which an Application Service Provider or Cloud Service Provider makes centrally hosted software applications available to customers over the Internet, providing access to and use of a fully maintained, automatically upgraded, up-to-date Solution, technical support services, as well as physically and electronically secure information technology infrastructure, all included in the subscription service.

“Security Event Log” means any event, notification or alert that a device, systems or software that is technically capable of producing, in relation to its status, functions and activities. Security Events Logs are not limited to security devices, but are applicable to all devices, systems and software that are technically capable of producing event logs that can be used in security investigations, auditing and monitoring. Examples of Systems that can produce security event logs are, but not limited to: firewalls, intrusion prevention systems, routers, switches, content filtering, network traffic flow logs, network, authentication services, directory services, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), hardware platforms, virtualization platforms, servers, operating systems , web servers, databases, applications, or application/layer 7 firewalls.

“Security Incident” means any observable or measurable anomaly occurring with respect to an Asset, which results, or which may result, in: (A) a violation of Canada’s security policies, a specific security measure, the Supplier’s or Supplier Subcontractor’s security policies or procedures, or any requirement of these Security Obligations or the Privacy Obligations; or (B) the unauthorized access to, modification of, or exfiltration of any Authorized Personnel’s credentials, Users’ credentials, or Information Asset.

“Service Level Agreement (SLA)” means an agreement between the Supplier and Canada that defines the level of service expected from the Supplier.

“Service Location(s)” means any facility, site or other physical location owned, leased, provisioned or otherwise occupied by the Supplier or any Supplier Sub-processor from which the Supplier or any Supplier Sub-processor provides any Public Cloud Services.

“Services” means

i) granting usage rights to the software application(s) (“Solutions”)

ii) providing Solution Documentation; iii) maintaining,

upgrading, and updating the Solution(s);

iv) managing incidents and defects to ensure the Solution(s) operate at the applicable service levels; and,

v) providing incidental and additionally required information technology infrastructure services required to deliver the Solution.

“Software as a Service” or “SaaS” means the service model through which the capability provided to the consumer is to use the provider’s applications running on a cloud infrastructure. The applications are accessible from various client devices through either a thin client interface, such as a web browser (e.g., web-based email), or a program interface. The consumer does not manage or control the underlying cloud

infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings. [NIST]
“Solution Availability” means the percentage of minutes in a month that the Solution is operational.

“Solution Documentation” means all of the manuals, handbooks, user guides and other human-readable material to be provided by the Contractor to Canada under the Contract for use with the Solution.

“Solution Program” means the computing, firmware, routine, code, instruction, script, macro, application programming or other interface, tool, definition of document display, object library, software tool or other instruction or set of instructions to follow for hardware or other software, whether in source code or in object code, expressed in a single or in all languages, including integrated program-human interfaces, SQL and other query languages, HTML and other computer markup languages.

“Specifications” means the description of the essential, functional or technical requirements of the Services in Annex A, Service Level Agreement, including the procedures for determining whether the requirements have been met.

“Sub-processor” means any natural or legal person, public authority, agency or other body which processes personal information on behalf of a data controller.

“System” means any combination of hardware and software, including any communications line or network device used to provide the link between this combination of hardware and software related to the services.

“Usage rights” means granting access to and use of a Solution, also sometimes known as a subscription license.

“User” means any individual, or system process acting on behalf of an individual, authorized by Canada to access the Services.

“Value-Added Reseller” or “VAR” means a Supplier who is an affiliate, partner, value-added reseller or other channel distributor of SaaS. VAR does not include a Software Publisher, an SaaSP, or a CSP who is also an SaaSP.

“Workplace Technology Devices” means desktops, mobile workstations such as laptops and tablets, smartphones, phones, and peripherals and accessories such as monitors, keyboards, computer mouse, audio devices and external and internal storage devices such as USB flash drives, memory cards, external hard drives and writable CD or DVD.

APPENDIX C – TASK AUTHORIZATION FORM

TASK AUTHORIZATION (TA)			
Contractor:		**Contract Number:**	
Commitment: #		**Financial Coding:**	
Task Number (Amendment):		**Issue Date:**	**Response Require By:**
1. Statement of Work (Work Activities, Certifications and Deliverables)			
See attached the statement of work and the required certificates.			

2. Period of Service:	**From** (Date)	To be **To** (Date) To be determined		determined
3. Work Location:				
4. Travel Requirements:				
5. Language Requirement:				
6. Other Conditions/Constraints:				
7. Level of Security Clearance required for the Contractor Personnel:				
8. Contractor's Response:				

Category and Name of Proposed Resource	PWGSC Security File Number	Rate	Estimated # of Days	Total Cost
			Estimated Cost	
			Applicable Taxes	
			Total Labour Cost	

TASK AUTHORIZATION (TA)	
Total Travel & Living Cost	
Firm Price	
Contractor's Signature	
Name, Title and Signature of Individual Authorized to sign on behalf of the **Contractor** (type or print) ____	Signature: ______________________________ Date: __________________________________
Approval – Signing Authority	
Signatures (Client) Name, Title and Signature of Individual Authorized to sign: Technical Authority: ______________________________________ Date: ______________________________________	**Signatures (PWGSC)** Contracting Authority: ______________________________________ Date: ______________________________________
You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out thereof.	

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
894658699PG0005
TEKSYSTEMS CANADA CORP./SOCIÉTÉ TEKSYSTEMS CANADA
123 Slater Street, Suite 1000
123 Slater Street, Suite 1000
Ottawa
Ontario
K1P5H2
Canada
Operating as: TEKsystems

Title - Sujet
TBIPS Engineering Professional Serv

Contract No. - N° du contrat
47419-198132/001/EL

Date
2020-07-23

Client Reference No. - N° de référence du client
1000348132

Requisition No. - N° de la demande
47419-198132

File No. - N° de dossier
606el.47419-198132

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
0850

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:

Specified Herein
Précisé dans les présentes

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:

Specified Herein
Précisé dans les présentes

Address Enquiries to: - Adresser toutes questions à:
Mansour, Silvana

Buyer Id - Id de l'acheteur
606el

Telephone No. - N° de téléphone
(613) 858-9935 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$15,980,000.00

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS) VARIOUS RESOURCE CATEGORIES - LEVEL 3 FOR CANADA BORDER SERVICES AGENCY

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1. Requirement

(a) TEKsystems Canada Corporation (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency (CBSA).

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(c) **Form and Content of draft Task Authorization**:

- (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B to Annex A.
- (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
  - (A) the contract number;
  - (B) the task number;
  - (C) the date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
  - (D) the categories of resources and the number required;
  - (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(F) the start and completion dates;

(G) any option(s) to extend initial end date (if applicable);

(H) milestone dates for deliverables and payments (if applicable);

(I) the number of person-days of effort required;

(J) whether the work requires on-site activities and the location;

(K) the language profile of the resources required;

(L) the level of security clearance required of resources;

(M) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(N) any other constraints that might affect the completion of the task.

(d) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the Technical Authority, within two working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as its corresponding proposed resource(s) in accordance with Appendix C to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by the Technical Authority and the Contractor; and

(ii) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority, the Contracting Authority and the Contractor.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(f) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated.

If services are not provided during a given period, the Contractor must still provide a "**NIL**" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

- (A) 1st quarter: April 1 to June 30;
- (B) 2nd quarter: July 1 to September 30;
- (C) 3rd quarter: October 1 to December 31; and
- (D) 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

- (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
- (B) a title or a brief description of each authorized task;
- (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
- (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
- (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (F) the start and completion date for each authorized task; and
- (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

- (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
- (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(g) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00 (excluding Applicable Taxes).

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

  With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

  4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

  5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

    (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

    (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

  6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

  The following Supplemental General Conditions:

(i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

(ii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information;

apply to and form part of the Contract.

5. Security Requirement

The following security requirements (SRCL Common #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of Secret, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)

2. The Contractor personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **Reliability Status, Confidential** or **Secret** as required, granted or approved by CISD/PWGSC

3. The Contractor must not remove any protected/classified information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction

4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC

5. The Contractor must comply with the provisions of the:
    1. Security Requirements Check List and security guide (if applicable), attached at Annex C
    2. Industrial Security Manual (Latest Edition)

(a) Additionally, resources may be assessed for Reliability Status or Secret by the Technical Authority prior to commencing the Work, and from time to time throughout the Contract Period. The assessment may include a credit check. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit:

(i) the current level of security clearance granted or approved by CISD/PWGSC; and

(ii) a completed signed TBS 330-23 Form - Personnel Screening, Consent and Authorization Form (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf).

(b) In the event a resource does not pass the Technical Authority's assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

(i) The "**Initial Contract Period**", which begins on August 4, 2020 and ends three years later on August 3, 2023; and

(ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

(i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Silvana Mansour
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 10 Wellington St., Gatineau, Québec
Telephone: (613) 858-9935
E-mail address: Silvana.b.mansour@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Antonio Utano
Title: Executive Director
Organization: Information, Science and Technology Branch (ISTB)
Address: 333 North River Road, Tower B
Telephone: 343-291-5129
E-mail address: Antonio.utano@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

In his absence, the Technical Authority for the Contract is:

Name: Cameron MacDonald
Title: Director General
Organization: Information, Science and Technology Branch (ISTB)
Address: 333 North River Road, Tower B

Telephone: 343-291-6018 / 613-899-7421
E-mail address: Cameron.macdonald@cbsa-asfc.gc.ca

(c) **Contractor's Representative**

Name:
Title: Account Manager
Address: 123 Slater Street, Suite 1000
Ottawa. ON K1P 5H2
Telephone:
Facsimile:
E-mail address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) **Basis of Payment**

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Travel and Living Expenses – National Joint Council Travel Directive**: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. Travel requests will only be considered for a work location which is located more than 100 kilometers from the National Capital Region. The Contractor will be paid for actual time spent travelling in accordance with the firm per diem rate set out in Annex B which per diem is based on a 7.5-hour workday. All payments are subject to government audit.

(iv) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18 (1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(vi) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

(d) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(e) **Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- (i) Direct Deposit (Domestic and International);

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **Payment Credits**

- (i) **Failure to Provide Resource**:
  - (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
  - (B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
  - (C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
    - (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
    - (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

(ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.

(iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original of each invoice to the Technical Authority, and a copy to the Contracting Authority.

11. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4008 (2008-12-12), Supplemental General Conditions - Personal Information.

(c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;

(d) Annex A, Statement of Work, including its Appendices as follows:

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

(g) the validly issued Task Authorizations and any required certifications; and

(h) the Contractor's bid dated May 8, 2020.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) **Compliance with Insurance Requirements**

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) **Commercial General Liability Insurance**

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

(b) **First Party Liability**:

(i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";

(B) physical injury, including death.

(ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.

(iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

(iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.

(v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:

(A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

(B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.

(vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

(i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

20. Reporting Requirements

The Contractor must provide the following reports to the Contracting Authority at the following times:

- Quarterly Task Authorization Usage Report

In addition, the Contractor must provide the following reports to the Technical Authority:

- Defects, change requests and outstanding items tracking status reports;
- Monthly project progress reports;
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Synthesis report of facilitated meetings;
- Activity reports; and

- Conversation notes, design documentation, change management documentation, site inspection reports and other reports requested under the Task Authorization.

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Implementation

(a) **Implementation of Professional Services**: If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority, that it is ready and able to carry out the Work. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

23. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

24. Use of individual protective equipment and Occupational Health and Safety (OHS) guidelines

a. The Contractor must comply with Government of Canada onsite requirements in respect of individual Protective Pieces of Equipment (PPE) and adhere to Occupational Health and Safety (OHS) guidelines in force in the workplace.

b. The Contractor will provide its resources the following individual PPE for working on site: prescribed face covering mask, gloves, and anything else that is required as a pre-requisite to entry and to work on Government of Canada premises. Canada reserves the right to modify the list of PPE and OHS guidelines, if required, to include any future recommendations proposed by the Public Health Agencies.

c. The Contractor warrants that its resources will wear the PPE mentioned above when onsite and follow at all times the Occupational Health and Safety (OHS) guidelines in force in the workplace during the contract period. If resources are not wearing the prescribed PPE and/or are not following the Occupational Health and Safety (OHS) guidelines in force in the workplace, they will not be permitted access to government of Canada sites.

25. Dispute Resolution

25.1 The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

25.2 The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

25.3 If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

25.4 Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

ANNEX A

STATEMENT OF WORK

1.0 Title

Informatics Professional Services for Canada Border Services Agency
Protected B Cloud Engineering - National Capital Region (NCR)

2.0 Objective

The Information, Science and Technology Branch (ISTB) of the Canada Border Services Agency (CBSA) requires the services of senior Informatics Professional resources with knowledge and experience supporting and assisting with Protected B compliant Cloud Engineering, Architecture, Deployment, Security and System Administration, in accordance with the Government of Canada Security Control Profile for Cloud-based GC Services (https://www.canada.ca/en/government/system/digital-government/modern-emerging-technologies/cloud-services/government-canada-security-control-profile-cloud-based-it-services.html#toc4).

The purpose of these services is to augment and advise departmental resources in the execution of departmental IM/IT cloud initiatives managed by the Information, Science and Technology Branch (ISTB) team.

3.0 Background

CBSA is responsible for providing integrated services supporting national security and public safety priorities while facilitating the free flow of people and goods. Information technology is key to meeting the Agency's obligation to administer over 90 acts, regulations and international agreements, as well as deliver on the CBSA's commitments to modernization and renewal within its CBSA Renewal Agenda.

ISTB provides delivery of technology products, applications and services to meet business needs while investing in modern IT infrastructure to maintain, build on and innovate current and future IM/IT Agency initiatives.

One initiative led by the Information Services and Technology Branch (ISTB) under the Renewal umbrella includes reducing outages and disruptions, streamlining the number of applications and systems we use, replacing or upgrading aging equipment, and reducing maintenance and costs. Another significant aspect of CBSA Renewal includes building innovation capacity. In partnership with the Chief Transformation Officer Branch and business line branches, the ISTB will play a major role in executing rapid innovation in Border technology.

The Agency has over 180 national applications primarily hosted on SSC-managed IT infrastructure. An important quantity of those applications use dated technology, including mainframe and specialized COTS, and are affected by SSC's Workload Migration initiative to consolidate and modernize their Data Centers.

As part of an initiative entitled Application Modernization, to reduce dependencies on SSC-managed IT infrastructure in addition to renewing or refreshing its critical national applications, ISTB is currently working on a phased approach to leverage innovative technologies and initiate the migration of its applications to a modern hosting environment based in the cloud. Due to the quantities of personal and other sensitive data collected and used by CBSA to achieve its mandate, security and protection are an important concern.

In the Summer of 2019, CBSA approved its Cloud Strategy under the Application Modernization initiative (see Figure 1). Phase 0 of this Strategy is currently underway and involves the establishment of a cloud 'landing zone', planning for subsequent phases and a pilot of a non-production migration activity. This is expected to be completed by March 2020. Phase 1 will build on the work of Phase 0, ensure the completion, integrity and security of the infrastructure, establish toolsets, processes and procedures and conduct the work to architect and migrate applications and data to the production Protected B compliant cloud.

A target of twenty-five percent of CBSA's existing national applications must be migrated to the cloud by the end of March 2022. Modernizing CBSA applications and moving them to the cloud will deliver numerous benefits to the Agency and for the security of the country, including:

- Reducing the risk and lower the cost/level of effort of migrating CBSA's systems to Enterprise Data Centres as part of SSC's Workload Migration project
- Modernizing legacy applications will allow the Agency to reduce its risk of exposure to unsupported technology for which finding expertise is extremely challenging (reduces technical debt)
- Attracting talent to the Agency and enabling our workforce to work smarter
- Optimizing our processes and tools

4.0 Scope of the Work

The Contractor must provide informatics professional services on an as and when required basis in the National Capital Region (NCR) as initiated through Task Authorizations. Projects may be in any of the following stages: inception, identification, in the midst of work, or delivery.

The Contractor is required to assist CBSA in deploying and maintaining a comprehensive application development and hosting environment in the Public Cloud meeting Protected B security requirements as per Treasury Board Guidelines available at https://www.canada.ca/en/government/system/digital-government/modern-emerging-technologies/cloud-services/government-canada-security-control-profile-cloud-based-it-services.html.

The Contractor will facilitate and perform the following cloud-based activities:

- install and configure virtual private clouds, virtual networks, firewalls, application gateways, load balancers, security groups and other network infrastructure as required;
- deploy and operate compute, storage, and other computing infrastructure;
- establish toolsets and processes supporting cloud development and operations;
- prepare and maintain platform and software-based services to allow the development, testing and migration of applications in the departmental cloud environment;
- analyze, classify, architect (or re-architect) and integrate the solutions and services required;
- ensure the security of the infrastructure, platform(s), services, applications and data;
- ensure the security and integrity of identity and authorization credentials;
- facilitate the selection, preparation and migration of legacy applications and data (as required) to the cloud environment; and
- support the transition of cloud applications into an operational state and provide guidance and mentoring to CBSA staff within their areas of expertise.

5.0 Resource-Specific Tasks

Tasks will include, but are not limited to the following:

5.0.1 I.6. Network Analyst

- Prepare implementation plans for cloud technologies;
- Document cloud network configurations and settings;
- Prepare and analyze the detailed network system requirements including identification and sizing of resources, technical dependencies, support software/tools, interfaces, peak and normal performance metrics, redundancy, etc.;
- Contribute to the development of network architectures models; layer-2, layer-3 and layer-4;
- Install and configure ***Next Generation* firewalls*** in the provisioned cloud execution environments;
- Create networking/routing configuration and intrusion detection/prevention;
- Establish the protected B compliant networking foundation for a successful production workload migration to the cloud with connectivity to on-premises data centres;
- Utilize network monitoring tools; firewall, anti-malware and packet analyzers to support a secure Agency posture in the cloud, in accordance with Treasury Board's guidelines;
- Implement and support virtual environments;
- Troubleshoot network problem determination and resolution;
- Assist in interactive security debugging, testing and analysis of security attacks and system failures;
- Facilitate and guide the Agency in the planning, design and deployment of networking infrastructure, perimeter security and other services required to migrate, test and activate applications in the cloud;
- Employ Infrastructure as Code approaches to automate and deploy the provisioning and management of infrastructure resources;
- Monitor and stabilize particular facets of cloud platforms technology;
- Configure and optimize technical cloud platforms installations;
- Troubleshoot and respond to user problems;
- Perform impact analysis on cloud technology changes;
- Prepare and conduct testing strategies, scripts and prepare reports;
- Enforce and monitor security; and
- Develop scripts and templates to reflect current network configuration and topology to allow for the automated redeployment and repair of network infrastructure.

5.0.2 I.7 Platform Analyst

- Identify cloud adoption approaches;
- Develop and document detailed assessments and configurations for identity management platforms that function compatibly both with the cloud service provider platform and CBSA's on-premises technologies, including mainframe and active directory;
- Analyze functional requirements to identify procedures and decision flows when it comes to identity management and federation in the cloud;
- Prepare and analyze the detailed application system requirements including identification and sizing of resources, virtualization, technical dependencies, interfaces, loads, peak and normal performance metrics, software, storage, redundancy etc.;
- Implement the latest security and identity management standards supporting a secure cloud implementation;
- Conduct design and application development work as required;
- Deploy biometric security models and multi-factor authentication and secure enclave processing;
- Develop security and identity management systems and methods for:
    - generating passwords using key inputs and contextual inputs;

  - authenticating a security device;
  - establishing trusted communication using a security device
- Define input/output sources, including detailed plan for technical design phase, and obtain approval for system proposals;
- Design cloud data structures and files, sub-systems and modules, programs, workloads, server-less apps, batch, on line, and production monitoring procedures;
- Develop testing strategies, scripts and testing reports;
- Document cloud system design, concepts and facilities, present and obtain approval of detailed system designs;
- Produce operational cloud identity management applications and documentation including all forms, manuals, programs, data files and procedures;
- Develop and prepare development environments including CI/CD pipelines;
- Perform solution integration activities supporting multi-cloud and hybrid solutions;
- Prepare and test implementation plans for cloud technologies, workloads and services;
- Install, monitor and stabilize particular facets of cloud platforms technology;
- Configure and optimize technical cloud platforms installations;
- Work with the System Administrator to develop and test automated rebuild procedures; and
- Identify typical ongoing operational support requirements following migration – day-to-day operations processes, integration and migration of additional workloads, data, maintenance, security procedures, compliance monitoring, inventory auditing, change management, account auditing and review, automated resource discovery, and system hardening etc.

5.0.3 I.9 System Administrator

- Prepare and analyze detailed computing infrastructure system requirements including identification and sizing of resources, virtualization, technical dependencies, interfaces, loads, peak and normal performance metrics, software, storage, redundancy, system logs, security etc.;
- Install, monitor and stabilize particular facets of cloud platforms technology;
- Configure and optimize technical cloud platforms installations;
- Perform general administration duties including permissions, upgrades, and patches on provisioned cloud systems;
- Work with the Platform Analyst to develop and test automated rebuild procedures;
- Test and implement backup and restore services and procedures;
- Test and implement failover services for high availability workloads;
- Perform system monitoring, analysis, and performance tuning in the cloud;
- Guide and support various teams with onboarding, troubleshooting and resolution of implementation issues;
- Collaborate as necessary, research and resolve security issues and system failures;
- Script and automate administrative tasks, resources and services in the cloud or hybrid service environments;
- Define and implement policies for cloud-based systems;
- Identify opportunities to reduce costs of cloud provisioned resources and services;
- Collaborate with Cloud Architects and others, providing feedback and implementing their conceptual, logical or physical designs or architectures;
- Mentor support and technical staff on the provisioning, administration and maintenance plans for both production and other cloud environments;
- Develop and execute quality assurance, performance, recoverability and failover tests on newly provisioned cloud environments and report the results;
- Design the structure of build books that are to contain a detailed and current configuration of

the environment, history of changes, operations schedule, rebuild and resource provisioning procedures;
- Maintain build books to ensure they reflect the current and complete configuration of the environment;
- Create and maintain play books containing scripts and templates to automate recovery, updates, rollbacks, etc.;
- Periodically perform spot-checks to validate that provisioned resources align with build books;
- Coordinate system service schedule with other lines of support and produce schedule for software, firmware updates, upgrades and or replacement of virtual hosting instances in the cloud;
- Enforce and monitor security;
- Maintain and administer service desk problem ticketing system;
- Monitor Cloud environment security posture;
- Monitor environment and application performance, generate metrics, and create dashboards;
- Prepare environment cost models and reports;
- Conduct compliance monitoring, inventory auditing, change management, account auditing and review, automated resource discovery, system hardening;
- Administer Operating System (OS) and application patching procedures; and
- Identify typical ongoing operational support requirements– day-to-day operations and troubleshooting processes, provisioning, maintenance, and security procedures, etc.

5.0.4 I.10 Technical Architect (Cloud Security)

- Capture and analyze Business Security Requirements;
- Define Technical and Functional requirements;
- Develop technical security architectures, frameworks and strategies to meet the business and application requirements;
- Identify security policies and requirements that drive out a particular solution;
- Analyze and evaluate alternative technology solutions to meet business problems and reduce risk with a particular focus on cloud technologies;
- Evaluate hardware and software relative to their ability to support specified requirements;
- Review computer software systems, security controls and data requirements;
- Conduct security architecture and design reviews and provide advice;
- Participate in security code reviews and penetration testing;
- Prepare Threat & Risk Assessments and other certifications and/or assessments as required; and
- Prepare and review other security documentation as required.

5.0.5 I.11 Technology Architect

- Conduct inventory of current CBSA environment, including workloads, services, data, network and infrastructure deployed;
- Conduct cloud assessments and analysis of workloads and services to determine which workloads are good candidates for migration;
- Map source environment resources/services to target cloud resource/service;
- Define and design appropriate to-be application, platforms, and hosting architectures in public clouds with connectivity to on-premises data centres;
- Conduct sizing activities;

- Design cloud architecture that meets key non-functional requirements (security, compliance, performance, resiliency, and availability);
- Oversee the migration of workloads and capabilities (e.g. Disaster recovery, archiving and backup) to cloud;
- Leverage cloud specific services (e.g. Web Application PaaS, Resource Manager, etc.) to implement desired cloud operating models and enable DevOps capabilities;
- Develop and document the proposed short and medium term cloud strategy for the selective migration to cloud services or alternative IT service delivery platforms;
- Ensure the integration of all aspects of cloud technology solutions;
- Provide support to applications and technical support teams in the proper application of existing infrastructure;
- Identify key issues that can be addressed and benefits that could be achieved with a selective migration to cloud services or alternative IT service delivery platforms;
- Design, document, and automate security and vulnerability incident response procedures;
- Design, document, and automate vulnerability assessment procedures; and
- Design, document, and automate OS and application patching and update procedures.

5.0.6 B.2 Business Architect

- Develop policies and rules that allow CBSA to carry out its mandate and functional responsibilities, and that govern its actual and planned capabilities in terms of computers, data, information, human resources, communication facilities, software and management responsibilities relative to Cloud computing;
- Develop the specifications for where, how and why the various organizational components fit together as they do, and how they support the CBSA's mandate;
- Lead day-to-day activities of transformation initiatives;
- Assess transformation initiative impacts on job roles and organization structures; and
- Make recommendations as to the best use of public funds

5.0.7 A.1 Application/Software Architect (Cloud Solutions)

- Create the conceptual, logical and physical designs for application architectures and their interoperability when hosted in a public cloud environment;
- Research, analyze, recommend and select technical approaches to address challenging development and integration problems with application architectures hosted within the public cloud environment;
- Develop implementation plans for the deployment of application architectures within the public cloud environment;
- Develop deployment strategies for architectures in the cloud that include secure remote access such as VPN gateways (client to gateway, gateway to gateway);
- Develop deployment strategies for cloud application architectures that include load balancing to ensure scalable performance;
- Develop deployment strategies for cloud architectures that include private networks for the storage and processing of more sensitive data;
- Develop deployment strategies for architectures of re-usable environments designed to test new data operations without affecting production usage;
- Provide guidance on how to limit the cost to the organization of cloud operations (scalability, filtering data before transmit etc.);
- Incorporate serverless design in application architectures;

- Design High Availability (accessible most of the time 99% 7/24 365 days per year) elastic cloud services and applications using infrastructure as code;
- Design database-as-a-service solutions;
- Design scaling sets of virtual machines to keep costs low while still providing acceptable response times during peak usage;
- Design cloud-based authentication solutions allowing for single sign-on (SSO) among applications; and
- Design cloud-based authentication solutions that implement multi-factor authentication.

5.0.8 A.7 Programmer/Analyst

- Create the conceptual, logical and physical designs for applications and their interoperability when hosted in a public cloud environment;
- Research, analyze, recommend and select technical approaches to address challenging development and integration problems with application architectures hosted within the public cloud environment;
- Provide guidance on how to limit the cost to the organization of cloud operations (scalability, filtering data before transmit etc.);
- Incorporate serverless design in application architectures;
- Design, develop and deploy highly available, elastic cloud services and applications using infrastructure as code;
- Design, develop and deploy database-as-a-service solutions;
- Review and analyze traffic flows and design and implement scaling parameters of infrastructure resources to keep costs low while still providing acceptable response times during peak usage;
- Design, develop and deploy cloud-based solutions that implement multi-factor authentication; and
- Develop testing scenarios, scripts and participate in testing, as required, to ensure quality, performance and security.

5.0.9 I.1 Data Conversion Specialist (Cloud Data Scientist)

- Research, analyze, recommend and select advanced technical and scientific data approaches to address challenging business issues;
- Collaborate on the development of implementation plans for the migration and deployment of appropriate solutions for accessing legacy data in the public cloud environment;
- Collaborate on the development of deployment strategies for architectures of re-usable environments designed to test new data operations without affecting production usage;
- Perform data cleansing, exploratory data analysis, trend analysis, develop predictive models and test their algorithms, conduct rapid prototyping and present creative ideas to exploit data to drive deeper insights and business value;
- Identify areas for improvement and optimization with the goal of increasing value, developing knowledge and insight into and derived from Big Data used by the organization;
- Translate departmental issues and business needs into reporting and/or application requirements in order to develop and design solutions;
- Analyze large structured and unstructured datasets involving a wide range of systems across multiple disparate data sets;
- Develop data analytic / visualization plans to support high-quality, fact-based business decisions;
- Develop models that can be used in analytic pipelines to make predictions for use in risk assessment;

- Complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data;
- Establish a strong working relationship with all clients, interact effectively with all levels of client personnel, and provide conversion support;
- Analyze and coordinate data file conversions; and
- Work to import files from heterogeneous platforms.

5.0.10 I.1 Data Conversion Specialist (Cloud Data Migration)

- Research, analyze, recommend and select technical approaches to address challenging application data issues for applications in the public cloud environment;
- Provide guidance on how to limit the cost to the organization of cloud operations (scalability, filtering data before transmit etc.);
- Collaborate on the development of implementation plans for appropriate solutions to the transformation and migration of or access to legacy data in the public cloud environment;
- Collaborate on the development of deployment strategies for cloud application architectures that include storage solutions and load balancing to ensure scalable performance;
- Develop innovative solutions to complex business and technology problems;
- Plan, develop and execute data migration strategies;
- Help design and implement cloud architectures and configurations;
- Collaborate with other architects to design and build solutions to migrate existing applications and their databases from an in-premise Data Center to a secure cloud environment;
- Analyze current Mainframe and UNIX/LINUX databases and their environments (DB2 and Sybase), evaluate and plan migrations to a cloud-based database platform and/or design hybrid distributed database solutions for reliability and cost containment;
- Work with large scale databases (250+ GB);
- Work with data migration tools and develop and enhance PL/SQL scripts to migrate from source database to target database;
- Identity workarounds for specific issues, discrepancies and other scenarios observed during migration;
- Automate solutions for repeatable operational activities and procedures;
- Develop test plan and test cases to demonstrate database readiness and synchronization post migration;
- Work closely with application teams to ensure business functionality and SLAs are met;
- Consult for optimal design of database environments, analyze complex distributed production deployments, and make recommendations to optimize performance and manage costs;
- Develop and conduct quality and integrity tests to validate all aspects of the data pre and post-migration; and
- Conduct technical sessions for internal teams.

5.0.11 C.11–Information Technology Security Vulnerability Analysis Specialist (Cloud)

- Use industry-standard IT Security risk assessment methodologies to evaluate proposed architecture;
- Work with architects, application developers, database professionals and others as necessary to design, test and deploy robust secure cloud applications;
- Participate in the evaluation, research and development of IT Cloud security risk assessments, security tools and implementation plans;
- Identify critical flaws in applications and systems that cyber attackers could exploit;
- Identify threats to, and technical vulnerabilities of networks and other infrastructure;

- Conduct vulnerability assessments for networks, applications, databases and operating systems in the cloud environment; and
- Document findings and provide advice relevant to improving the security and integrity of the applications.

5.1 Common Tasks for All Resource Categories

Other common tasks may include, but are not limited to the following:

- Review the most recent GC, Treasury Board Secretariat (TBS) and SSC cloud services guidelines relating to network security, and other related documents available at that time;
- Maintain up to date knowledge of particular technologies and products supporting cloud technology by keeping relevant cloud qualifications up to date when new products are deployed;
- Monitor industry trends to ensure that the departmental cloud implementation fit with government and industry directions for cloud technology;
- Plan and coordinate IM/IT project management activities for cloud adoption including all aspects of planning/coordination/guidance and process;
- Provide IM/IT documentation such as Statement of Requirements (SOR), project plans, feasibility reports, schedules, project management plans, risk management plans and lessons learned;
- Formulate and manage the IM/IT project plans by defining deliverables, identifying and providing resources, identifying key milestones, reviewing project progress against milestones, and engaging ongoing risk management;
- Develop and maintain systems for the management and control of IM/IT requirements on projects in a manner compatible with client standards and guidelines. This includes communications and consultations with various stakeholders in the process;
- Support the Technical Authority to oversee IM/IT cloud initiatives and various IM/IT initiatives;
- Support the Technical Authority to oversee the cloud change management process for IM/IT requirements;
- Provide monthly project progress reports;
- Coach and mentor teams' members and users on best practices and provide knowledge transfer;
- Conduct stakeholder meetings; and
- Prepare input to presentations and executive briefings.

6.0 Deliverables

The Contractor must provide the following deliverables as specified in the Task Authorization, which can include, but are not limited to:

- Metrics;
- Processes and procedures for systems and applications;
- Conceptual architecture design;
- Technical design documents;
- Networking configuration;
- Architecture design specification;
- System requirements;
- Build books;
- Data flow diagrams;
- System controls;
- Test strategies;
- Test plans;
- Defects, change requests and outstanding items tracking status reports;

- Standard operating procedures guides;
- Architectural diagrams;
- Frameworks;
- Impact analysis and strategies;
- Candidate design;
- Technical design document;
- Project plans;
- Analysis documents;
- Requirements studies;
- Options analysis;
- Conceptual system design;
- Technical design document;
- Strategy and roadmap for the departments migration to the recommended cloud services environments;
- Recommendations of short and medium term target environments for application systems and workloads;
- Protected B compliant network design and automated scripts;
- Operating System Hardening standards for Cloud;
- Deployment and configuration of infrastructure components facilitating production workload hosting in the Public Cloud accounts managed by the CBSA;
- Written and verbal advice;
- Knowledge transfer;
- Issues papers and Briefing Notes;
- Presentation decks and materials;
- Meeting facilitation and reports (e.g. monthly progress reports);
- Guides, manuals, reports to be disseminated to various stakeholders as required;
- Meeting agendas, schedules and minutes;
- Synthesis report of facilitated meetings;
- Activity reports;
- Conversation notes, design documentation, change management documentation, site inspection reports and other work requested under the Task Authorization; and
- Prototypes, scripts, templates and code.

Deliverables must be submitted in hard and soft copies in the appropriate formats (e.g. MS Project or MS Office Suite applications) as identified in the TA. All electronic deliverables must comply with departmental software standards, currently MS Office Suite latest version. Where required, CBSA will provide the Contractor with the required forms and templates to meet these standards.

All documents developed or updated by each of the Contractor's resources must be provided to the Project Authority for review, approval and signature (as required).

7.0 Constraints

The Contractor will be expected to maintain up to date knowledge of relevant technologies and products supporting cloud technology by keeping relevant cloud qualifications up to date when new products are deployed.

All aspects of the Cloud infrastructure, applications and services designed and implemented must meet the latest Government Protected B Medium Integrity, Medium Availability security profile requirements, and Treasury Board Secretariat (TBS) and SSC cloud services guidelines.

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the Accessible Canada Act, its associated regulations and standards, and Treasury Board Contracting Policy. The following accessibility standards are applicable to this requirement.

- Accessibility for Ontarians with Disabilities Act (AODA) - Accessible Customer Service Standard
- Town of East Gwillimbury - Accessibility Standards for Customer Service

8.0 Client Support

The Client will provide all documentation and information necessary for the Work.

9.0 Language Requirements

While proposed resources must be fluent in English, there may be a requirement for specific resources to be fluent in both official languages, which will be specified in the TA.

10.0 Work Location

The Contractor's resources will be required to work onsite at CBSA premises or project site locations in the NCR, which will be identified in the Task Authorization (TA).

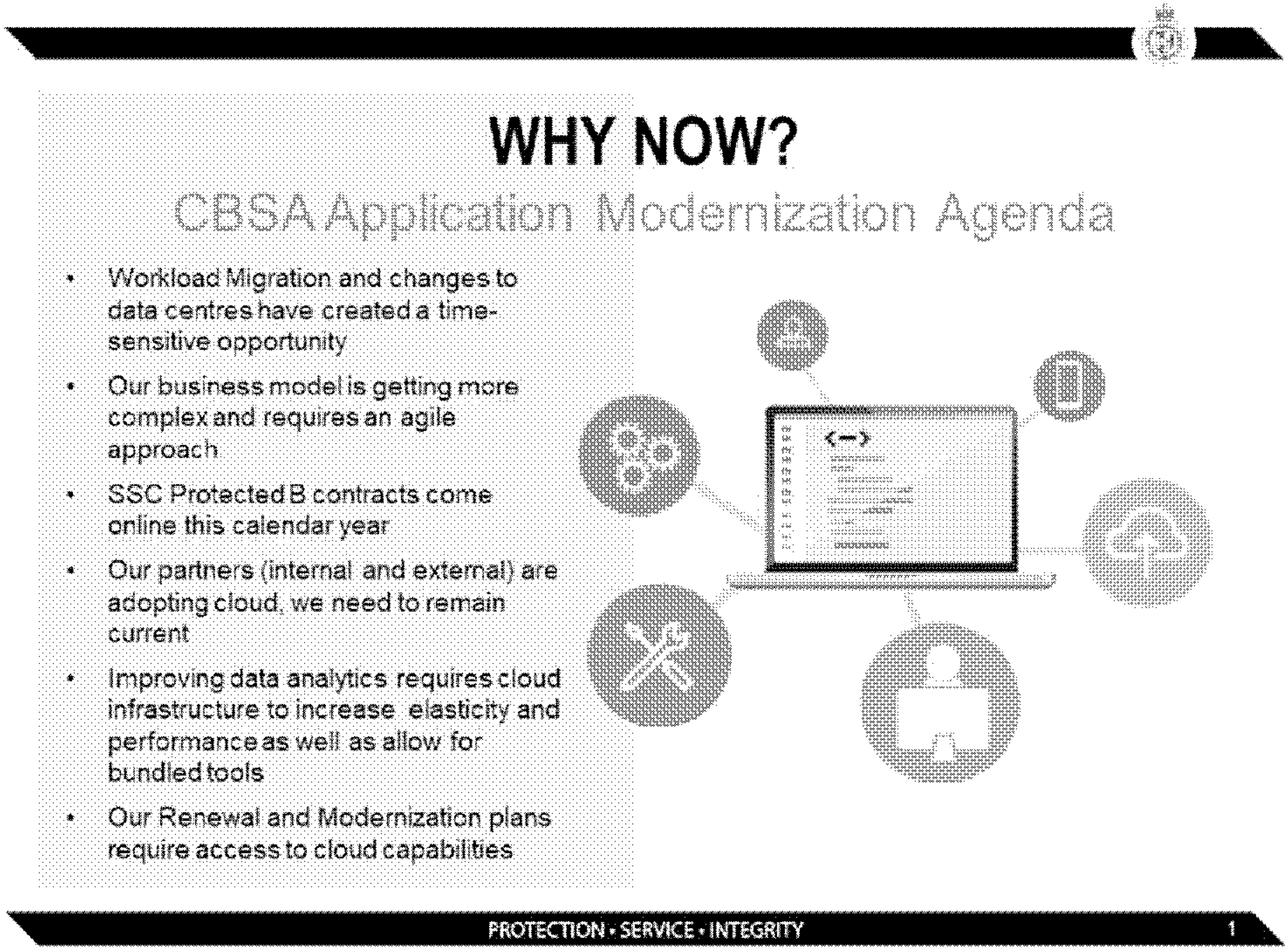
CBSA will provide, subject to security requirements, and only to the specified resource personnel, access to identified databases or applications residing on CBSA computers or networks for the sole purpose of executing tasks associated with this Contract. CBSA, at its sole discretion, will identify the nature and characteristics of such access.

11.0 Travel

The Contractor personnel may be required to travel outside the National Capital region to perform assigned work. All travel will require prior written approval of the Project Authority or the designated representative. The Contractor must ensure that travel is authorized in accordance with the current National Joint Council Travel Directive. Travel within the NCR is the responsibility of the Contractor.

Travel outside of Canada may also be involved, and a valid passport will be required.

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'accès à l'information



WHY NOW?

CBSA Application Modernization Agenda

- Workload Migration and changes to data centres have created a time-sensitive opportunity
- Our business model is getting more complex and requires an agile approach
- SSC Protected B contracts come online this calendar year
- Our partners (internal and external) are adopting cloud, we need to remain current
- Improving data analytics requires cloud infrastructure to increase elasticity and performance as well as allow for bundled tools
- Our Renewal and Modernization plans require access to cloud capabilities

PROTECTION • SERVICE • INTEGRITY

Figure 1: CBSA Application Modernization

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 2 working days (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contractor's quotation may be found to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A

TASK AUTHORIZATION FORM

(Provided under separate cover)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, the Contractor must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

To demonstrate compliance with all criteria, the Contractor must include the following information:

- Project name;
- Client organization;
- Project start /end dates and duration;
- Project description;
- Description of role and tasks performed by the resource.

The Contractor must also include the following information for the most recent project referenced in response to any of the criteria:

- Contact information of client project representative

The Contractor must provide the following information for projects referenced (other than the most recent) in response to any of the criteria upon request from CBSA:

- Contact information of client project representative

1.0 Mandatory Resource Assessment Criteria:

NOTE TO CONTRACTOR: Where indicated by ***bold italics***, those terms are defined within the Glossary.

I.6 Network Analyst – Level 3

Resource Category: I.6 Network Analyst – Level 3 Name of Proposed Resource: ______________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M1.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of ten (10) years' experience within		

Resource Category: I.6 Network Analyst – Level 3 Name of Proposed Resource: ____________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	the last fifteen (15) years working on ***Enterprise-Class IT*** systems performing **all** of the following tasks: • Documenting network ***configurations***[1] and settings; • Contributing to the development of OSI network architecture models; • Installing and configuring Next-Generation firewalls; • Performing networking/routing ***configuration***[2] and intrusion detection/prevention; • Utilizing network monitoring tools; firewall, anti-malware and packet analyzers; • Supporting converged infrastructure and virtual environments; • Automating network administration tasks via shell scripts; • Troubleshooting network problems, issue determination and resolution; and • Conducting and assisting in interactive security debugging, testing and analysis of security attacks and system failures. Note: To qualify, a project must have a minimum duration of six (6) months		
M1.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last eight (8) years designing and architecting Infrastructure solutions leveraging cloud technologies and services including **all** of the following: • ***Next Generation Firewalls*** • Virtual networks, subnets and User Defined Routing (UDR) • Multi-Protocol Label Switching • Security Groups • Application gateways and load balancing • Network failover • Containers • ***Elastic Computing*** • Storage and backup • Infrastructure as Code		

Resource Category: I.6 Network Analyst – Level 3

Name of Proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	Note: To qualify, a project must have a minimum duration of six (6) months		
M1.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of eighteen (18) months experience within the past five (5) years deploying and configuring virtual networks, routing and ***Next Generation Firewalls*** supporting a Cloud environment designed to meet any of the following security control profiles: • the Government of Canada Protected B Medium integrity Medium availability (PBMM) Profile. • FEDRAMP Moderate or High Level • ISO 27001, ISO 27017 and ISO 27018		
M1.4	The Contractor MUST demonstrate that the Proposed Resource has one or more of the following certifications applicable to Infrastructure as a Service (IaaS) platforms from one or more Leaders in the Gartner 2019 Magic Quadrant for IaaS Cloud (i.e. AWS, Azure, or Google) • AWS Certified Advanced Networking Specialty • AWS Certified Solutions Architect Professional • Microsoft Certified: Azure Administrator Associate AND Azure Enterprise-Class Networking Workshop elective OR MCSE: Cloud Platforms and Infrastructure • Azure Solutions Architect Expert • Professional Cloud Network Engineer (GCP) • Professional Cloud Architect (GCP) A copy of the certification(s) must be provided with the bid.		

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I.7 Platform Analyst – Level 3

Resource Category: I.7 Platform Analyst – Level 3 Name of proposed Resource: ______________________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M2.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience as a Platform Analyst performing analysis, detailed design, implementation and support of platform technologies for a large user base*, of which: - 2 years involved critical* platform technologies; - 3 years involved cloud platform technologies. Note: Critical is defined as having ***High Availability*** (99%) service requirements. Large user base is defined as having 3000 or more active users. Note: To qualify, a project must have a minimum duration of six (6) months		
M2.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months' experience within the last five (5) years designing, implementing, developing or supporting platforms complying with at least four of the following security standards/requirements: • OWASP Proactive Controls • FIPS 140-2 • FIPS 186-4 • SOC 2 controls • ISO 27001, ISO 27017 and ISO 27018 Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations of the listed standards/requirements across different projects, however the minimum twelve (12) months experience must be demonstrated for EACH security standard/requirement. Overlapping periods will count only once for each standard/requirement.		
M2.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months' experience		

Resource Category: I.7 Platform Analyst – Level 3 Name of proposed Resource: ______________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	within the last five (5) years working with **all** of the following identity federation standards: • OpenID Connect and OAuth 2.0 or later • SAML 2.0 or later Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations across different projects, however the minimum twelve (12) months experience must be demonstrated for EACH. Overlapping periods will count only once for each standard.		
M2.4	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months' experience within the last five (5) years implementing solutions involving Cloud-based identity access management, Multi-factor authentication AND one of the following; • Biometric security models • Secure enclave processing Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations across different projects, however the minimum twelve (12) months experience must be demonstrated for EACH of the three requirements above. Overlapping periods will count only once for each standard/requirement.		
M2.5	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months' experience within the last five (5) years deploying a Level of Assurance 4 identity authentication solution for an organization with a user base of 3000 or more active users. Note: To qualify, a project must have a minimum duration of six (6) months.		

I.9 System Administrator – Level 3

Resource Category: I.9 System Administrator – Level 3 Name of proposed Resource: ____________________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M3.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last ten (10) years provisioning, administering and supporting **all** of the below infrastructure and services hosted on a public or private cloud service: - ***Elastic Computing*** - Virtual Appliances - Storage - Backup solutions - User credentials - Secure Remote Access - Application gateways and load balancing Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations across different projects, however the minimum five (5) years' experience must be demonstrated for EACH one of the infrastructure and services listed above. Overlapping periods will count only once for each infrastructure and service.		
M3.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of three (3) years' experience within the last ten (10) years performing **all** of the following tasks in a Cloud environment: - Performing general system administration duties including managing permissions, and installing upgrades and patches on public cloud systems; - Installing and configuring software, resources and services; - Performing system monitoring, analysis, and performance tuning; - Configuring and managing secure connections between the client in-premise environments and the cloud; - Investigating and resolving security issues;		

Resource Category: I.9 System Administrator – Level 3

Name of proposed Resource: ____________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	• Investigating and resolving application performance issues; and • Scripting and automating tasks to manage resources and services in the cloud environments. Note: To qualify, a project must have a minimum duration of six (6) months		
M3.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last ten (10) years performing all of the following tasks: • Collaborating with Cloud Architects, providing feedback and implementing conceptual, logical or physical designs or architectures; • Developing and executing Quality Assurance tests on newly provisioned environments and recording and communicating the results; • Performing system hardening on newly provisioned environments; • Conducting compliance monitoring and inventory auditing; and • Creating and maintaining structured and thorough Build Books that contain a detailed and current ***configuration***[1] of the environment, with validated Rebuild and Provisioning Procedures. Note: To qualify, a project must have a minimum duration of six (6) months		

I.10 Technical Architect (Cloud Security) – Level 3

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3 Name of proposed Resource: ___________________________________			
		Bidder's Response	
Criteria	**Mandatory Requirement**	**Demonstrated experience (Bidders to insert data)**	**Insert page # of resume**
M4.1	The Contractor MUST demonstrate that the Proposed Resource has three (3) years' experience leading the Security Assessment and Authorization efforts within a North American ***public sector organization*** for the successful authorization of government Protected B (or equivalent)** cloud deployments. * Successful has the following characteristics: The cloud deployment has been designed with specific controls and to meet specific security requirements, has undergone assessment according to a recognized Security Assessment & Authorization process and received an Authority to Operate from the appropriate responsibility area. ** "Protected B" data is defined as sensitive personally-identifiable private data which could be injurious to an individual or organization if compromised. Note: To qualify, a project must have a minimum duration of six (6) months		
M4.2	The Contractor MUST demonstrate that the Proposed Resource has five (5) years' experience, of which 3 years or more were within a Cloud environment, performing ALL of the following tasks: • Defining Technical and Functional security requirements; • Creating Security Architecture; • Participating in Infrastructure and Application Architecture Reviews; • Participating in Infrastructure and Application Design Reviews; and • Performing IT Certification or Assessment activities. Note: To qualify, a project must have a minimum duration of three (3) months		
M4.3	The Contractor MUST demonstrate that the proposed resource has any three (3) of the following certifications: • Certified Cloud Security Professional		

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3 Name of proposed Resource: ________________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	• Certified Information System Security Professional (CISSP) • Certified ISO 27001 Lead Implementer • Certified Information Systems Auditor (CISA) • Certified Information Security Manager (CISM) • Certified in Risk and Information System Control (CRISC) • Cloud Security Alliance Cloud Security Knowledge (CCSK) • GIAC Industrial Cyber Security Professional (GICSP) • Payment Card Industry – Qualified Security Assessor (PCI-QSA) • System Security Certified Practitioner (SSCP) A Copy of the Certifications must be provided.		

I.11 Technology Architect – Level 3

Resource Category: I.11 Technology Architect – Level 3 Name of proposed Resource: ________________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M5.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of ten (10) years' experience within the last fifteen (15) years working on ***Enterprise-class*** IT systems performing a minimum of six of the following tasks: • Gathering and documenting business requirements; • Developing Systems Architecture; • Developing Logical and Physical cloud models; • Developing and Implementing architectural strategies and plans; • Contributing to overall project plans, testing strategies, security and infrastructure design;		

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Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	• Developing processes to enable the migration of data or workloads from source to destination systems; • Contributing expertise and resolving Issues related to architectural challenges; and • Reporting on progress to management using standard approaches and visualization (charts, etc.). Note: To qualify, a project must have a minimum duration of six (6) months		
M5.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last eight (8) years designing and architecting infrastructure services or applications leveraging a minimum of five of the following cloud technologies: • ***Elastic Computing*** • Cloud storage and backup • Networking (Firewalls, User Defined Routing) • Application gateways and load balancing • Database or DataWarehouse-as-a-Service • Identity, Credential and Access Management Note: To qualify, each project must have a minimum duration of six (6) months		
M5.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of eighteen (18) months' experience in the last five (5) years (as of solicitation issue date) architecting and executing a solution to migrate an existing ***Enterprise-class*** secure* application or service to the cloud. *Secure is defined as meeting one of the following security control profiles: ○ the Government of Canada Protected B Medium integrity Medium availability (PBMM). ○ FEDRAMP Moderate or High Level ○ ISO 27001, ISO 27017 and ISO 27018 Note: To qualify, a project must have a minimum duration of six (6) months		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M5.4	The Contractor MUST demonstrate that the Proposed Resource has a minimum of two (2) years' experience within the last ten (10) years (as of solicitation issue date) designing, developing (coding), testing, implementing and supporting application solutions. Note: To qualify, a project must have a minimum duration of six (6) months		
M5.5	The Contractor MUST demonstrate that the Proposed Resource has: One of the following certifications applicable to Infrastructure as a Service (IaaS) platforms from one or more Leaders in the Gartner 2019 Magic Quadrant for IaaS Cloud (i.e. AWS, Azure, or Google): • Azure Solutions Architect Expert • Amazon Solutions Architect Associate • Professional Cloud Architect (GCP) A copy of the certificate(s) must be provided with the bid.		

B.2 Business Architect – Level 3

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
M6.1	The Contractor MUST demonstrate that the proposed resource has a minimum of ten (10) years' experience within the last fifteen (15) years performing **all** of the following tasks and activities for Large* organizations;		

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	- Researching, defining and communicating the current business architecture for Information Technology service delivery using deliverables such as: Strategy Maps, Business Model Canvas, Value Chains, Business Capability Models, Business Process Models; - Reviewing, Analyzing and evaluating emerging technologies, trends, business models and best practices to identify new services and delivery models that would better serve the clients or customers of the organization; - Assessing an organizations' capacity and capability to undertake and deliver on an initiative or a change; and - Researching, defining and communicating the value and Return on Investment (ROI) of proposed services and transformation initiatives through: Business Cases, Logic Models, Outcomes Registers, Benefits Realization Plans, and Key Performance Indicators (KPIs). * Large organizations are defined as organizations having 2000 or more employees OR organizations having 1500 or more employees **and** multiple lines of business each with separate organization structures and strategic objectives Note: To qualify, a project must have a minimum duration of six (6) months		
M6.2	The Contractor MUST demonstrate that the proposed resource has worked on a minimum of two (2) projects in the last five (5) years : - Guiding and leading people, process and organizational change in response to disruptive forces or opportunities towards desired business outcomes by meeting with variety* of project stakeholders to help build awareness and secure buy-in for cross-organization initiatives and release readiness - Working with domain architects (information, data, application) and solution architects to align technical design decisions with business needs and goals *Variety is defined as at least 3 different stakeholder groups (internal and/or external)		

Resource Category: B.2 Business Architect – Level 3 Name of proposed Resource: ______________________			
Criteria	**Mandatory Requirement**	**Bidder's Response**	
		Demonstrated experience (Bidders to insert data)	**Insert page # of resume**
	Note: To qualify, a project must have a minimum duration of six (6) months		

A.1 Application/Software Architect (Cloud Solutions) – Level 3

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3 Name of proposed Resource: ______________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M7.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of ten (10) years' experience* within the last fifteen (15) years performing **all** of the following tasks: • Develop technical architectures, frameworks and strategies, to meet the business and application requirements; • Analyze and evaluate alternative technology solutions to meet business problems; • Ensure the integration of all aspects of technology solutions; • Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary; • Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems; and • Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal. Note: To qualify, a project must have a minimum duration of six (6) months		

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Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3 Name of proposed Resource: ______________________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M7.2	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks: • Performing requirements analysis, data profiling, effort estimation for database design and documenting the results; • Translating complex technical terminology, concepts and issues in terms understandable to technical and nontechnical management and resources staff; • Developing and maintaining conceptual, logical, and physical diagrams of the applications, software, and database architectures for business critical applications; and • Ensuring projects adhered to client's application, data, and database standards and policies Note: To qualify, a project must have a minimum duration of six (6) months		
M7.3	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks within a public cloud environment: • Creating the conceptual, logical and physical designs for application architectures and their interoperability; • Researching, analyzing, recommending and selecting technical approaches to address challenging development and integration problems with application architectures; and • Developing implementation plans for the deployment of application architectures. Note: To qualify, a project must have a minimum duration of six (6) months		
M7.4	The Contractor MUST demonstrate that the Proposed Resource has a minimum of three (3) years' experience within the last eight		

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	(8) years designing and implementing cloud solutions employing 5 or more of the following cloud technologies and services: • ***Elastic Computing*** • Cloud storage and backup • Automation • Network Virtual Appliances (Firewalls) • Application gateways and load balancing • Database-as-a-Service • Identity, Credential and Access Management Note: To qualify, a project must have a minimum duration of six (6) months		
M7.5	The Contractor MUST demonstrate that the proposed resource has a minimum of one (1) year experience designing and implementing cloud solutions for a ***public sector organization***. Note: To qualify, a project must have a minimum duration of six (6) months		
M7.6	The Contractor MUST demonstrate that the Proposed Resource has: One of the following certifications applicable to Infrastructure as a Service (IaaS) platforms from one or more Leaders in the Gartner 2019 Magic Quadrant for IaaS Cloud (i.e. AWS, Azure, or Google): • Azure Solutions Architect Expert • Amazon Solutions Architect Associate • Professional Cloud Architect (GCP) A copy of the certificate(s) must be provided.		

A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M8.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last ten (10) years designing, developing, testing and deploying code and software for a cloud computing environment. Note: To qualify, a project must have a minimum duration of six (6) months		
M8.2	The Contractor MUST demonstrate that the Proposed Resource has a minimum of seven (7) years' experience within the last ten (10) years designing, developing and implementing web-based applications using the following two languages: • Java • Node JS Note: The experience required is a combined total, however a minimum of 3 years must be demonstrated for EACH language. To qualify, a project must have a minimum duration of six (6) months.		
M8.3	The Contractor MUST demonstrate that the Proposed Resource has a minimum of two (2) years' experience within the last five (5) years' ***refactoring*** and deploying ***Enterprise-class*** solutions. Note: To qualify, a project must have a minimum duration of six (6) months.		
M8.4	The Contractor MUST demonstrate that the Proposed Resource has a minimum of twelve (12) months experience within the last five (5) years coding, testing and implementing solutions involving Cloud-based identity access management, Multi-factor authentication AND one of the following: • Biometric security models • Secure enclave processing		

Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	Note: To qualify, a project must have a minimum duration of six (6) months. The experience can be demonstrated in various combinations across different projects, however the minimum experience must be demonstrated for EACH one of the three bullets above. Note: To qualify, a project must have a minimum duration of six (6) months		

I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist) – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M9.1	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks and responsibilities: • Using methodologies from Machine Learning, Deep Learning and Artificial Intelligence; • Applying Machine Learning using diverse types of data, diverse data sources and different types of learning models; • Developing queries to isolate data with high value within a Data Warehouse, Data Mart or Data Lake; • Performing exploratory data analysis, rapid prototyping and presenting creative ideas to exploit data to drive deeper insights and business value;		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist) – Level 3

Name of proposed Resource: ______________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	• Providing proactive data analysis of large structured and unstructured datasets involving a wide range of systems across multiple disparate data sets; and • Developing data analytic and visualization plans to support high-quality, fact-based business decisions. Note: To qualify, a project must have a minimum duration of six (6) months		
M9.2	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing a minimum of five (5) of the following tasks and activities: • Working with scalable data platforms such as; Power BI, Hadoop, Spark, Redshift, NoSQL (dynamoDB / MongoDB); • Building the tools and supporting data structures needed to analyze data and perform data cleaning activities; • Determining problematic issues with data and proposing feasible resolutions; • Organizing, mapping, analyzing numerous data sets to incorporate them into one centralized data repository; • Performing exploration of data, including analysis, mining of correlations and result verification; • Developing and deploying solutions that addressed data aggregation challenges, including data being distributed across numerous databases or sources; and • Developing and implementing strategies for data enrichment. Note: To qualify, a project must have a minimum duration of six (6) months		
M9.3	The Contractor MUST demonstrate that the proposed resource has a minimum of three (3) years' experience within the last five (5) years performing a minimum of three (3) of the following tasks and activities;		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist) – Level 3

Name of proposed Resource: ___________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	• Identifying opportunities for automation, knowledge discovery, decision-making, insights, optimization, and new capabilities; • Developing frameworks and best practices for analytic solutions at different maturity levels; • Preparing documentation, reports, and presentations that explain advanced analytics concepts, technology, and inner workings of solutions to broader teams, including non-technical audiences; and • Mentoring other data scientists in the design, implementation, testing, prototyping, and deploying of data analytic solutions. Note: To qualify, a project must have a minimum duration of six (6) months		
M9.4	The Contractor MUST demonstrate the proposed resource holds: A Masters' degree in a quantitative discipline such as applied mathematics, computer science, data science, statistics or econometrics, OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. The Contractor must include a copy of the degree(s).		

I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations) – Level 3

Name of proposed Resource: ___________________________________

Criteria	Mandatory Requirement	Contractor's Response	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M10.1	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks: • Design, develop and administer significant (greater than 500 GB) DB2 databases; • Troubleshoot and optimize DB2 databases; and • Automate solutions for repeatable problems or maintenance activities. Note: To qualify, a project must have a minimum duration of six (6) months		
M10.2	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks: • Conduct exploratory data analysis on databases to understand and identify data quality issues prior to a significant upgrade or migration of database; • Determine problematic issues with data and data structures and present findings to stakeholders; and • Identify, test and develop solutions to data quality problems or database performance issues. Note: To qualify, a project must have a minimum duration of six (6) months		
M10.3	The Contractor MUST demonstrate that the proposed resource has a minimum of five (5) years' experience within the last ten (10) years performing **all** of the following tasks: • Developing and planning data migration strategies for secure application migrations to the cloud; • Designing and building solutions, and using appropriate tools to migrate existing applications and their databases from an in-premise database environment to a secure cloud environment;		

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Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations) – Level 3

Name of proposed Resource: ____________________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	• Developing data validation approach, test plan, scenarios and scripts, as necessary, to demonstrate completeness, integrity and security of the migrated data to the cloud; and • Performing post-migration activities. Note: To qualify, a project must have a minimum duration of six (6) months		
M10.4	The Contractor MUST demonstrate that the proposed resource has a minimum of two (2) years' experience within the last ten (10) years performing a minimum of four (4) of the following tasks: • Migrating mainframe databases to a UNIX or LINUX platform; • Designing, developing, or administering distributed databases; • Developing, testing and executing data cleansing solutions; • Developing scripts using bash, Perl and/or Python; and • Using ETL tools such as DataStage. Note: To qualify, a project must have a minimum duration of six (6) months		

C.11–Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Name of proposed Resource: ______________________________

Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
M11.1	The Contractor MUST demonstrate that the Proposed Resource has a minimum of five (5) years' experience within the last ten (10) years conducting IT Security vulnerability assessments.		
M11.2	The Contractor MUST demonstrate that the proposed resource possesses a current professional certification from any of the following: CISSP from (ISC) CISM from ISACA CRISC from ISACA GIAC / Any Int/Adv Cyber Security certification GIAC / Any Int/Adv Cyber Defense certification GIAC / Any Penetration Testing Certification CEH (Certified Ethical Hacker) GICSP GWAPT GWEB CISA A copy of the Certification must be provided with the bid.		
M11.3	The Contractor MUST demonstrate that the Proposed Resource has experience in the past two (2) years performing Vulnerability Assessments and Penetration Testing for secure* public Cloud-based environments, services or solutions for five (5) different clients (separate legal entities) including **all** of the following activities: • Conducting an assessment of the assets and data involved including the business value in addition to the technology/technical configuration involved; • Conducting thorough vulnerability scans and penetration testing to identify vulnerabilities that may leave the organization or data open to threats or theft; • Using automated vulnerability assessment tools; • Producing an actionable and prioritized list of deficiencies		

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3 Name of proposed Resource: ____________________________________			
Criteria	**Mandatory Requirement**	**Contractor's Response**	
		Demonstrated experience (Contractors to insert data)	**Insert page # of resume**
	with explanations and technical recommendations; and • Preparing a summary report for management. Note: To qualify, a project must have a minimum duration of 20 days. * Secure is defined as designed to meet one of the following security control profiles: ○ the Government of Canada Protected B Medium integrity Medium availability (PBMM). ○ FEDRAMP Moderate or High Level ○ ISO 27001, ISO 27017 and ISO 27018		

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2.0 Point Rated Resource Assessment Criteria:

I.6 Network Analyst – Level 3

Resource Category: I.6 Network Analyst – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R1.1	The Contractor should demonstrate that the Proposed Resource has additional experience, in excess of the minimum M1.2 mandatory requirement of five (5) years, designing and architecting Infrastructure solutions leveraging cloud technologies and services including **all** the following: • ***Next Generation Firewalls*** • Virtual networks, subnets and User Defined Routing (UDR) • Multi-Protocol Label Switching • Security Groups • Application gateways and load balancing • Network failover • Containers • ***Elastic Computing*** • Storage and backup • Infrastructure as code Note: A qualifying project will have a minimum duration of six (6) months	**20**	5+ years up to 6 years = 5 points 6+ years up to 7 years = 10 points 7+ years up to 8 years = 15 points More than 8 years = 20 points Maximum 20 points		
R1.2	The Contractor should demonstrate that the Proposed Resource has additional experience in excess of the minimum M1.3 mandatory requirement of eighteen (18) months within the past five (5) years (prior	**15**	18+ months up to 2 years = 5 points 2+ years up to 3 years = 8 points 3+ years up to 4 years = 12 points		

Resource Category: I.6 Network Analyst – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	to solicitation issue date) configuring, deploying, and supporting Virtual Networks, ***Next Generation Firewalls***, routing and security groups within a Production Cloud environment designed to meet any of the following security control profiles: • the Government of Canada Protected B Medium integrity Medium availability (PBMM) Profile • FEDRAMP Moderate or High Level • ISO 27001, ISO 27017 and ISO 27018 Note: A qualifying project will have a minimum duration of six (6) months		More than 4 years = 15 points		
R1.3	The Contractor should demonstrate that the Proposed Resource has Cloud experience within the last five (5) years performing the following tasks: • Exposed Virtual machines and cloud services in virtual networks to the Internet using an external load balance service. • Utilized Security Groups and Access Control List (ACLs) for incoming and outgoing packets • Designed User Defined Routes for specific cases to force tunneling to the Internet via an on-premise network.	**12**	For each task: Less than 1 year = 0 points 1 year up to 3 years = 2 points More than 3 years = 3 points		

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Resource Category: I.6 Network Analyst – Level 3

Name of proposed Resource: ________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	• Designed ***BGP*** routes to enable dedicated direct cloud connections (e.g. ExpressRoute / Direct connection) between an on-premise data center and a cloud environment. Note: A qualifying project will have a minimum duration of six (6) months				
R1.4	The Contractor should demonstrate that the Proposed Resource has experience within the last 5 years (as of solicitation issue date) designing, deploying and supporting cloud network infrastructure and services hosted on Amazon Web Services. Note: A qualifying project will have a minimum duration of six (6) months	**5**	Less than 1 year = 0 points 1 year up to 2 years = 1 point 2+ years up to 3 years = 3 points More than 3 years = 5 points		
R1.5	The Contractor should demonstrate that the Proposed Resource has a current and valid Firewall Administrator certification from a ***Next Generation Firewall*** vendor (e.g. Cisco, Fortinet, Palo Alto, etc.). A copy of the certificate(s) should be provided with the bid.	**5**	No certificates = 0 points 1 or more Certificate(s) = 5 points		
R1.6	The Contractor should demonstrate that the Proposed Resource has:	**5**	No Degree/Diploma = 0 points		

Resource Category: I.6 Network Analyst – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.		Degree/Diploma = 5 points		
MAX. AVAILABLE POINTS		**62**			
MIN. POINTS REQUIRED		**40**			

I.7 Platform Analyst – Level 3

Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R2.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology,	**5**	No Degree/Diploma = 0 points Degree/Diploma = 5 points		

Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ___________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.				
R2.2	The Contractor should demonstrate that the Proposed Resource has experience ***implementing*** one or more of the following security patterns within an IT solution: • System and method for generating and authenticating passwords using key inputs and contextual inputs • Method and system for authenticating a security device • Method and system for establishing trusted communication using a security device Note: A qualifying project will have a minimum duration of six (6) months	**20**	Up to 5 points per project for a maximum of 4 projects as follows: 1 pattern = 2 points 2 patterns = **4** points 3 patterns = 5 points		
R2.3	The Contractor should demonstrate that the Proposed Resource has:	**20**	Less than 5 technologies = 0 points		

Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	Implementation experience with at least 5 of the following technologies; • FIDO2 • Okta • Gluu • RSA encryption • Ping Identity • WSO2 • Auth0 • Google Duo • ForgeRock • Azure Active Directory • AWS Active Directory Note: A qualifying project will have a minimum duration of three (3) months		5 to 6 technologies = 10 points 7 to 8 technologies = 15 points 9 or more technologies = 20 points		
R2.4	The Contractor should demonstrate that the Proposed Resource has experience developing and ***implementing*** cloud-based applications using one or both of the following: • Java • Node JS Note: A qualifying project will have a minimum duration of six (6) months	**10**	Less than 2 years = 0 points 2 years up to 3 years = 6 points 3+ years up to 5 years = 8 points More than 5 years = 10 points		
R2.5	The Contractor should demonstrate that the Proposed Resource has experience designing and ***implementing Hybrid Cloud Enterprise*** solutions. Note: A qualifying project will have a minimum duration of six (6) months	**20**	Less than 1 year = 0 points 1 year up to 3 years = 10 points 3+ years up to 5 years = 15 points More than 5 years = 20 points		

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Resource Category: I.7 Platform Analyst – Level 3

Name of proposed Resource: ____________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response Demonstrated Experience	Bidder's Response Insert Page # of Resume
R2.6	The Contractor should demonstrate that the proposed resource has experience implementing and supporting solutions hosted on Amazon Web Services.	**5**	Less than 1 year = 0 points 1 year up to 2 years = 1 point 2+ years up to 3 years = 3 points More than 3 years = 5 points		
MAX. AVAILABLE POINTS		**80**			
MIN. POINTS REQUIRED		**52**			

I.9 System Administrator – Level 3

Resource Category: I.9 System Administrator – Level 3

Name of proposed Resource: ____________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response Demonstrated Experience	Bidder's Response Insert Page # of Resume
R3.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be	**5**	No Degree/Diploma = 0 points Degree/Diploma = 5 points		

Resource Category: I.9 System Administrator – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.				
R3.2	The Contractor should demonstrate that the Proposed Resource has experience within the last ten (10) years performing the following tasks in a Cloud environment: • Deploying and managing ***Highly Available***, resilient cloud resources with no single points of failure; • Performing system hardening on newly provisioned environments; • Developing and utilizing automation techniques to allocate additional resources as and when needed; and • Designing and ***implementing*** a tiered backup and restore strategy for data of varying values to the organization. Note: A qualifying project will have a minimum duration of six (6) months	**20**	For each task: Less than 1 year = 0 points 1 year up to 2 years = 1 point 2+ years up to 4 years = 2 points 4+ years up to 6 years = 3 points 6+ years up to 7 years = 4 points More than 7 years = 5 points		
R3.3	The Contractor should demonstrate that the Proposed Resource has experience within the last ten (10) years managing system resources using VMWare products.	**10**	Less than2 years = 0 points 2+ years up to 5 years = 5 points 5+ years up to 8 years = 7 points		

Resource Category: I.9 System Administrator – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max		Bidder's Response	
			Point Grid	**Demonstrated Experience**	**Insert Page # of Resume**
			More than 8 years = 10 points		
R3.4	The Contractor should demonstrate that the Proposed Resource has experience developing, testing, maintaining and executing automated provisioning and rebuild procedures for Cloud application resources. Note: A qualifying project will have a minimum duration of six (6) months	**10**	Less than 2 years = 0 points 2+ years up to 5 years = 5 points 5+ years up to 8 years = 7 points More than 8 years =10 points		
R3.5	The Contractor should demonstrate that the Proposed Resource has any of the following Associate-level certifications: • Microsoft Certified Azure Administrator Associate OR Microsoft 365 Certified Security Administrator Associate OR MCSE Cloud Platforms and Infrastructure • AWS Certified SysOps Administrator Associate • Associate Cloud Engineer (GCP) A copy of the certificate(s) should be provided.	**10**	No Certification = 0 points 1 Certification = 5 points 2 Certifications or more = 10 points		
MAX. AVAILABLE POINTS		**55**			
MIN. POINTS REQUIRED		**35**			

I.10 Technical Architect (Cloud Security) – Level 3

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
R4.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.	**10**	No Degree/Diploma = 0 points Degree/Diploma = 10 points		
R4.2	The Contractor should demonstrate that the Proposed Resource has additional experience in excess of M4.2 minimum 5 years mandatory requirement, including 3 years in a Cloud environment, performing the following tasks: • Defining Technical and Functional security requirements; • Creating Security Architecture; • Participating in Infrastructure and Application Architecture Reviews; • Participating in	**20**	5+ years up to 7 years = 8 points 7+ years up to 8 years = 14 points More than 8 years = 20 points		

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	Infrastructure and Application Design Reviews; and • Performing IT Certification or Assessment activities Note: A qualifying project will have a minimum duration of three (3) months				
R4.3	The Contractor should demonstrate that the Proposed Resource has experience preparing Threat & Risk Assessments on Cloud-based applications for government projects/initiatives involving any of the following: • Biometric identification • Multi-factor authentication, secure enclave processing • Mobile device-based multi factor authentication • Cloud-based Identity Access Management • Artificial Intelligence or Machine Learning • Robotic Process Automation • ***Analytic Pipelines*** Note: A qualifying project will have a minimum duration of two (2) months.	**25**	1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4 projects = 20 points 5+ projects = 25 points		
R4.4	The Contractor should demonstrate that the Proposed Resource has experience completing Security assessments of infrastructure or applications within Microsoft	**20**	2 points per assessment up to maximum of 10 assessments		

Resource Category: I.10 Technical Architect (Cloud Security) – Level 3

Name of proposed Resource: ___________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	Azure, AWS or GCP cloud environments Note: A qualifying assessment will have a minimum duration of two (2) months.				
R4.5	The Contractor should demonstrate that the Proposed Resource has experience designing architecture, applications or infrastructure incorporating security controls according to OWASP recommendations. Note: A qualifying project will have a minimum duration of six (6) months	**20**	Less than 1 year = 0 points 1 year up to 3 years = 5 points 3+ years up to 5 years = 10 points 5+ years up to 7 years = 15 points More than 7 years = 20 points		
MAX. AVAILABLE POINTS		**95**			
MIN. POINTS REQUIRED		**61**			

I.11 Technology Architect – Level 3

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ___________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R5.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized	**10**	No Degree/Diploma = 0 points Degree/Diploma = 10 points		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ___________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the bid. The copy WILL be a readable copy in English or French.				
R5.2	The Contractor should demonstrate that the Proposed Resource has experience performing the following tasks supporting Legacy-to-Cloud application migration projects: • Collecting relevant data on customer's existing applications including: architecture, workloads, services, data volumes, users, support requirements, network and other infrastructure requirements; • Conducting cloud assessments and analysis of workloads and services to determine which workloads are good candidates for migration; • Mapping source environment resources/services to target resources/services; • Defining and designing appropriate to-be application, platforms, and hosting architectures in public/private clouds;	**30**	10 points per project up to maximum of 3 projects (30 points)		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	• Designing cloud architecture that meets key non-functional requirements (security, compliance, performance, resiliency, and availability); • Overseeing the migration of workloads and capabilities (e.g. Disaster recovery, archiving/backup) to cloud; and • Leveraging cloud specific services (e.g. Web Application PaaS, Resource Manager, etc.) to ***implement*** desired cloud operating models and enable DevOps capabilities. Note: A qualifying project will have a minimum duration of nine (9) months and contain completion of at least three of the listed tasks.				
R5.3	The Contractor should demonstrate that the Proposed Resource has experience with large or complex* data migrations including five or more of the following: • Developing the strategy • Creating the plan • Analyzing data quality • Resolving data issues • Validating accuracy, performance, accessibility, security and reliability • Loading • Switch-over • Optimization * Large or complex describes a database that contains a	**20**	5 to 6 tasks = 5 points 7 to 8 tasks = 10 points Plus 10 points for the number of years of experience as follows: 1 year up to 3 years = 2 points 3+ years up to 4 years = 5 points 4+ years up to 5 years = 8 points		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	significant volume of data (more than 250 GB) or a broad data structure with many relationships defined to the point that queries and normal operations require specialized application and database optimization approaches. Note: A qualifying project will have a minimum duration of six (6) months		More than 5 years = 10 points		
R5.4	The Contractor should demonstrate that the Proposed Resource has experience architecting and migrating on-premise ***Enterprise-class*** applications to an environment hosted on one of the Gartner 2019 Magic Quadrant for IaaS cloud platforms (AWS, Azure or Google) using a ***Hybrid cloud*** deployment model. Note: A qualifying project will have a minimum duration of six (6) months	**15**	1 project = 3 points 2 projects = 6 points 3 projects = 10 points 4 or more projects = 15 points		
R5.5	The Contractor should demonstrate that the Proposed Resource has experience with one of the following activities and tasks in a Cloud environment: • Designing data warehousing as a service solutions • Designing data lakes that scale with ingested data but also discard data due to low value or if it contravenes policy to retain it	**5**	0 projects = 0 points 1+ project = 5 points		

Resource Category: I.11 Technology Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
	Note: A qualifying project will have a minimum duration of twelve (12) months				
MAX. AVAILABLE POINTS		**80**			
MIN. POINTS REQUIRED		**52**			

B.2 Business Architect – Level 3

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
R6.1	The Contractor should demonstrate that the Proposed Resource has experience within the last ten (10) years supporting initiatives by: • Assessing transformation initiative impacts on job roles and organization structures; AND • Making recommendations as to the best use of public funds Note: A qualifying project will have a minimum duration of six (6) months	**20**	Less than 5 years = 0 points 5 years up to 6 years = 8 points 6+ years up to 7 years = 12 points 7+ years up to 8 years = 16 points More than 8 years = 20 points		
R6.2	The Contractor should demonstrate that the Proposed Resource has experience within the last ten (10) leading* Agile or Digital Transformation	**20**	1 project = 10 points 2 projects = 15 points 3+ projects = 20 points		

Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	initiatives within a ***public sector organization***. *Leading – Defined as the person in charge of the day to day activities of the project. Note: A qualifying project will have a minimum duration of six (6) months				
R6.3	The Contractor should demonstrate that the proposed resource has: One (1) of the following certifications: • Agile (Scrum.org, Agile Alliance, PMI) • Change Management (PROSCII, Six Sigma, CCMP, ACMP) A copy of the Certification will be provided	**10**	0 certification = 0 points 1 or more certifications = 10 points		
R6.4	The Contractor should demonstrate that the proposed resource has: A post-graduate degree, post-graduate diploma, post-graduate certificate or industry certification related to Business Architecture (not used for any other criteria); OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the post-graduate degree, diploma, certificate or academic credential	**10**	0 document = 0 points 1 or more degree, diploma or certificate = 10 points		

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Resource Category: B.2 Business Architect – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.				
MAX. AVAILABLE POINTS		**60**			
MIN. POINTS REQUIRED		**39**			

A.1 Application/Software Architect (Cloud Solutions) – Level 3

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R7.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.	**10**	No Degree/Diploma = 0 points Degree/Diploma = 10 points		

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R7.2	The Contractor should demonstrate that the Proposed Resource has experience in excess of the minimum five (5) years within the last ten (10) years mandatory requirement in M7.3 performing the following tasks within a public cloud environment: • Creating the conceptual, logical and physical designs for application architectures and their interoperability; • Researching, analyzing, recommending and selecting technical approaches to address challenging development and integration problems with application architectures; and • Developing implementation plans for the deployment of application architectures Note: A qualifying project will have a minimum duration of six (6) months	**20**	5+ years up to 6 years = 5 points 6+ years up to 7 years = 10 points 7+ years up to 8 years = 15 points More than 8 years = 20 points		
R7.3	The Contractor should demonstrate that the Proposed Resource has experience within the last twelve (12) years as an Application/Software Architect performing the following activities: • Developing deployment strategies for architectures in the cloud that included secure remote access such as VPN gateways (client to gateway, gateway to gateway);	**15**	For each activity: Less than 1 year = 0 points 1 year up to 3 years = 2 points 3+ years up to 5 years = 4 points More than 5 years = 5 points		

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	• Developing deployment strategies for cloud architectures that included private (on-premise) networks for the storage and processing of more sensitive data; • Developing deployment strategies for architectures of re-usable environments designed to test new data or application operations without affecting production usage. Note: A qualifying project will have a minimum duration of six (6) months				
R7.4	The Contractor should demonstrate that the Proposed Resource has experience within the last twelve (12) years as an Application / Software Architect performing the following activities: • Incorporating serverless code in application architectures; • Designing scaling sets of virtual machines to keep costs low while still providing acceptable response times during peak usage; • Designing cloud-based authentication solutions allowing for single sign-on (SSO) among applications; and • Designing cloud-based authentication solutions that implement multi-factor authentication.	**20**	For each activity: Less than 1 year = 0 points 1 year up to 3 years = 2 points 3+ years up to 5 years = 4 points More than 5 years = 5 points		

Resource Category: A.1 Application/Software Architect (Cloud Solutions) – Level 3 Name of proposed Resource: ____________________					
#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	Note: A qualifying project will have a minimum duration of six (6) months				
R7.5	The Contractor should demonstrate that the Proposed Resource has experience within the last twelve (12) years as an Application/Software Architect performing any of the following tasks: • Developing deployment strategies for business intelligence tools within cloud architecture that address both structured and unstructured data; • Designing data warehouse-as-a-service solutions; • Designing data lakes that scale with ingested data but also discard data due to low value or if it contravenes policy to retain it Note: A qualifying project will have a minimum duration of twelve (12) months	**5**	0 projects = 0 points 1+ project = 5 points		
MAX. AVAILABLE POINTS		**70**			
MIN. POINTS REQUIRED		**45**			

A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ______________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
R8.1	The Contractor should demonstrate that the proposed resource has experience, in excess of the minimum 5 years mandatory requirement in M8.1, designing, developing, testing and deploying code and software for a cloud computing environment. Note: A qualifying project will have a minimum duration of six (6) months	**20**	5+ years to 6 years = 12 points 6+ years to 7 years = 16 points More than 7+ years = 20 points		
R8.2	The Contractor should demonstrate that the proposed resource has: One (1) of the following certifications applicable to Infrastructure as a Service (IaaS) platforms from one or more Leaders in the Gartner 2019 Magic Quadrant for IaaS Cloud (i.e. AWS, Azure, or Google): • AWS Certified Developer • Azure Developer Associate • Google Professional Cloud Developer Note: A copy of the certification should be provided.	**10**	0 Certifications = 0 points 1 or more Certifications = 10 points		
R8.3	The Contractor should demonstrate that the proposed resource has experience designing, developing, testing and	**6**	0 projects = 0 points 1 project = 2 points		

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Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	deploying code and software for one or more of the following types of solution projects: • Mobile computing • Artificial Intelligence or Machine Learning • Robotic process automation • Biometrics • Analytic Pipelines Note: A qualifying project will have a minimum duration of twelve (12) months Projects should be fully described including the platform, technology and specific features/functionalities (high-level) deployed.		2 projects = 4 points 3+ projects = 6 points		
R8.4	The Contractor should demonstrate that the proposed resource has experience designing, developing, testing and deploying code and software for web-based solutions including the following: • back-end and web-tier components for data collected externally (to the organization) and/or internally; • application code to process the data in some manner • security controls	**15**	Less than 3 years = 0 points 3 years up to 4 years = 10-points 4+ years up to 5 years = 12 points More than 5 years = 15 points		

Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ___________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	Note: A qualifying project will have a minimum duration of six (6) months. Projects should be described including the architecture, data collected (including source/method) and processing functionality (ies) deployed.				
R8.5	The Contractor should demonstrate that the proposed resource has experience designing, developing and implementing web-based applications using the following languages: • Python, • Vue JS, • Angular Note: A qualifying project will have a minimum duration of six (6) months	**15**	Points will be allocated per language as follows: Less than 2 years = 0 points 2 years up to 3 years = 2 points 3+ years up to 4 years = 3 points 4+ years up to 5 years = 4 points More than 5 years = 5 points		
R8.6	The Contractor should demonstrate that the proposed resource has experience in ***reverse engineering*** legacy software applications created in one or more of the following: • COBOL (Mainframe) • C/C++ • J2EE Note: A qualifying project will have a minimum duration of six (6) months.	**5**	Less than 1 year = 0 points More than 1 year = 5 points		

<table>
<tr><td colspan="6">Resource Category: A.7 Programmer/Analyst (Cloud Solutions) – Level 3

Name of proposed Resource: ____________________________________</td></tr>
<tr><th rowspan="2">#</th><th rowspan="2">Point-Rated Requirement</th><th rowspan="2">Points Max</th><th rowspan="2">Point Grid</th><th colspan="2">Bidder's Response</th></tr>
<tr><th>Demonstrated Experience</th><th>Insert Page # of Resume</th></tr>
<tr><td>R8.7</td><td>The Contractor should demonstrate that the proposed resource has experience developing and deploying applications using AWS Developer tools.</td><td>4</td><td>Less than 1 year = 0 points

1 year up to 3 years = 2 points

More than 3 years = 4 points</td><td></td><td></td></tr>
<tr><td>R8.8</td><td>The Contractor should demonstrate that the Proposed Resource has:

A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR

An equivalent <i>Canadian academic credential assessment</i>, if obtained outside Canada.

A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.</td><td>5</td><td>No Degree/Diploma = 0 points

Degree/Diploma = 5 points</td><td></td><td></td></tr>
<tr><td colspan="2">MAX. AVAILABLE POINTS</td><td>80</td><td></td><td></td><td></td></tr>
<tr><td colspan="2">MIN. POINTS REQUIRED</td><td>52</td><td></td><td></td><td></td></tr>
</table>

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I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
R9.1	The Contractor should demonstrate that the proposed resource has experience in excess of the mandatory minimum 5 years requirement in M9.1 performing all of the following activities: • Using methodologies from Machine Learning, Deep Learning and Artificial Intelligence; • Applying Machine Learning using diverse types of data, diverse data sources and different types of learning models. • Developing queries to isolate data with high value within a Data Warehouse, Data Mart or Data Lake; • Performing exploratory data analysis, rapid prototyping and presenting creative ideas to exploit data to drive deeper insights and business value; • Providing proactive data analysis of large structured and unstructured datasets involving a wide range of systems across multiple disparate data sets; and • Developing data analytic / visualization plans to support high-quality, fact-based business decisions	**20**	5+ years up to 6 years = 5 points 6+ years up to 7 years = 10 points 7+ years up to 8 years = 15 points More than 8 years = 20 points		

<table>
<tr><td colspan="6">Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Name of proposed Resource: ____________________________________</td></tr>
<tr><th rowspan="2">#</th><th rowspan="2">Point-Rated Requirement</th><th rowspan="2">Points Max</th><th rowspan="2">Point Grid</th><th colspan="2">Bidder's Response</th></tr>
<tr><th>Demonstrated Experience</th><th>Insert Page # of Resume</th></tr>
<tr><td></td><td>Note: A qualifying project will have a minimum duration of six (6) months</td><td></td><td></td><td></td><td></td></tr>
<tr><td>R9.2</td><td>The Contractor should demonstrate that the proposed resource has experience in excess of the mandatory minimum 5 years requirement in M9.2 performing five or more of the following activities:
• Working with scalable data platforms such as; Power BI, Hadoop, Spark, Redshift, NoSQL (dynamoDB / MongoDB);
• Building the tools and supporting data structures needed to analyze data and perform data cleansing activities;
• Determining problematic issues with data and proposing feasible resolutions;
• Organizing, mapping, analyzing numerous data sets to incorporate them into one centralized data repository;
• Performing exploration of data, including analysis, mining of correlations and result verification;
• Developing and deploying solutions that addressed data aggregation challenges, including data being distributed across numerous databases or sources; and
• Developing and implementing strategies</td><td>20</td><td>5+ years up to 6 years = 5 points
6+ years up to 7 years = 10 points
7+ years up to 8 years = 15 points
More than 8 years = 20 points</td><td></td><td></td></tr>
</table>

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	for data enrichment Note: A qualifying project will have a minimum duration of six (6) months.				
R9.3	The Contractor should demonstrate that the proposed resource has experience within the last ten (10) years developing and testing custom algorithms and mathematical models as required to solve unique business challenges: Note: A qualifying project will have a minimum duration of six (6) months.	**20**	Less than 2 years = 0 points 2 years up to 5 years = 5 points 5+ years up to 6 years = 10 points 6+ years up to 7 years = 15 points More than 7 years = 20 points		
R9.4	The Contractor should demonstrate that the proposed resource has experience within the last ten (10) years performing the following tasks: • Developing strategies to develop and filter data sets related to macroeconomic models within Data Lakes; and • Developing visualizations relating to macroeconomic models. Note: A qualifying project will have a minimum duration of six (6) months.	**20**	Less than 2 years = 0 points 2 years up to 5 years = 5 points 5+ years up to 6 years = 10 points 6+ years up to 7 years = 15 points More than 7 years = 20 points		
R9.5	The Contractor should demonstrate that the proposed resource has experience within the last ten	**20**	Less than 2 years = 0 points 2+ years up to 5 years = 5 points		

Resource Category: I.1 Data Conversion Specialist (Cloud Data Scientist)– Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	(10) years performing the following tasks: • Developing strategies to develop and filter large (greater than 250GB) data sets for reports and analysis; • Designing data transformation routines to be performed on data sources being ingested; and • Performing data extract and load operations as required Note: A qualifying project will have a minimum duration of six (6) months.		5+ years up to 6 years = 10 points 6+ years up to 7 years = 15 points More than 7 years = 20 points		
R9.6	The Contractor should demonstrate that the proposed resource has completed or obtained: A post-graduate diploma, post-graduate certificate or industry certification related to any of the following: - Data Science; - Machine Learning - Artificial Intelligence - Natural Language Programming The Contractor should include a copy of the diploma(s) or certificate(s).	**10**	No diploma/certificate = 0 points 1+ post-graduate diploma/certificate = 10 points		
MAX. AVAILABLE POINTS		**110**			
MIN. POINTS REQUIRED		**71**			

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I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	Insert Page # of Resume
R10.1	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.	**5**	No Degree/Diploma = 0 points Degree/Diploma = 5 points		
R10.2	The Contractor should demonstrate that the Proposed Resource has experience architecting and migrating **Production** data into a cloud environment designed to meet any of the following security control profiles: - the Government of Canada Protected B Medium integrity Medium availability (PBMM) Profile. - FEDRAMP Moderate or High Level	**20**	Less than 1 year = 0 points 1 year up to 3 years = 8 points 3+ years up to 4 years = 14 points More than 4 years = 20 points		

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Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	• ISO 27001, ISO 27017 and ISO 27018 Note: A qualifying project will have a minimum duration of six (6) months				
R10.3	The Contractor should demonstrate that the Proposed Resource has: One or more of the following certifications: • Azure Solutions Architect Expert • Amazon Solutions Architect Associate • Professional Cloud Architect (GCP) A copy of the certificate(s) should be provided.	**10**	0 certification = 0 points 1 or more certifications = 10 points		
R10.4	The Contractor should demonstrate that the Proposed Resource has additional experience, in excess of the minimum of five (5) years of demonstrated experience as per Mandatory Criteria M10.3, performing all of the following tasks: • Developing and planning data migration strategies for secure application migrations to the cloud; • Designing and building solutions and/or use appropriate tools to migrate existing applications and their databases from an in-premise database	**20**	5+ years up to 6 years = 12 points 6+ years up to 7 years = 16 points More than 7 years = 20 points		

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Resource Category: I.1 Data Conversion Specialist (Cloud Data Migrations)– Level 3

Name of proposed Resource: ____________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	environment to a secure cloud environment; • Developing data validation approach, test plan, scenarios and scripts as necessary to demonstrate completeness, integrity and security of the migrated data to the cloud; and • Performing post-migration activities. Note: A qualifying project will have a minimum duration of six (6) months				
R10.5	The Contractor should demonstrate that the proposed resource has experience using AWS online and offline Data Migration tools.	8	Less than 1 year = 0 points 1 year up to 3 years = 2 points 3+ years up to **4** years = **4** points 4+ years up to 5 years = 6 points More than 5 years = 8 points		
MAX. AVAILABLE POINTS		**63**			
MIN. POINTS REQUIRED		**40**			

C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Name of proposed Resource: ___________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
R11.1	The Contractor should demonstrate that the Proposed Resource has system administrative, design, development or support experience in the following areas: • Public Cloud Infrastructure • Secure Application Development • Virtual Networking • Big Data • Cloud Security Note: A qualifying project will have a minimum duration of six (6) months and can be used to demonstrate more than one area.	**10**	For each area: Less than 1 year = 0 points More than 1 year = 2 points		
R11.2	The Contractor should demonstrate that the Proposed Resource has experience analyzing security event logs from operating systems, intrusion detection systems, network, and remote access solutions Note: A qualifying project will have a minimum duration of three (3) months	**10**	Less than 1 year = 0 points 1 year up to 3 years = 2 points 3+ years up to 5 years = 5 points More than 5 years = 10 points		
R11.3	The Contractor should demonstrate that the Proposed Resource has experience testing web and/or mobile application security for the **OWASP Top 10** Most Critical Application Security Risks and providing assistance and	**20**	Less than 1 year = 0 points 1 year up to 3 years = 10 points		

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Name of proposed Resource: ____________________________________

#	Point-Rated Requirement	Points Max	Point Grid	Bidder's Response	
				Demonstrated Experience	**Insert Page # of Resume**
	guidance to developers to ensure a high level of application security. Note: A qualifying project will have a minimum duration of three (3) months		3+ years up to 5 years = 15 points More than 5 years = 20 points		
R11.4	The Contractor should demonstrate that the Proposed Resource has experience performing Vulnerability Assessments and Penetration Testing for public Cloud-based environments, services or solutions including the following activities: • Conducting thorough vulnerability scans and penetration testing to identify vulnerabilities that may leave the organization or data open to threats or theft; and • Producing an actionable and prioritized list of deficiencies with explanations and technical recommendations Note: A qualifying project will have a minimum duration of 20 days.	**30**	3 points per project		
R11.5	The Contractor should demonstrate that the Proposed Resource has: A university degree or post-secondary diploma in Computer Science or a related	**10**	No Degree/Diploma = 0 points Degree/Diploma = 10 points		

Resource Category: C.11 Information Technology Security Vulnerability Analysis Specialist (Cloud) – Level 3

Name of proposed Resource: ___________________________________

#	**Point-Rated Requirement**	**Points Max**	**Point Grid**	**Bidder's Response**	
				Demonstrated Experience	**Insert Page # of Resume**
	field in Information Technology, obtained through a recognized Canadian university or college; OR An equivalent ***Canadian academic credential assessment***, if obtained outside Canada. A copy of the university degree, college diploma or academic credential assessment WILL be included with the Contractor's response to the TA. The copy WILL be a readable copy in English or French.				
MAX. AVAILABLE POINTS		**80**			
MIN. POINTS REQUIRED		**52**			

APPENDIX D TO ANNEX A
CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above

Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above

Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above

Date

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4. CERTIFICATION OF LANGUAGE - [English or Bilingual or French]

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are

[Option 1 - Unilingual English] fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

[Option 2 - Bilingual] fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

[Option 3 - Unilingual French] fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

Print name of authorized individual & sign above	Date

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APPENDIX E TO ANNEX A
GLOSSARY OF DEFINITIONS

Term	Context
Analytic Pipeline	An analytic pipeline is a tool for collecting data from applications and various other sources, could include a transformational or cleansing step, could include some further processing or matching and then subjecting the data to analysis in order to produce a result within a certain timeframe. This is done separately from the production applications in order to avoid degradation in performance.
AWS	Amazon Web Services Amazon Web Services is a subsidiary of Amazon that provides on-demand cloud computing platforms and APIs to individuals, companies, and governments, on a metered pay-as-you-go basis.
Border Gateway Protocol BGP	Border Gateway Protocol is a standardized exterior gateway protocol designed to exchange routing and reachability information among autonomous systems on the Internet. The protocol is classified as a path vector protocol. Source: Wikipedia
Canadian academic credentials assessment	An Educational Credential Assessment is a statement of the general comparability of international educational credentials to a completed Canadian educational credential. The Canadian Information Centre for International Credentials (CICIC) assists persons who wish to obtain an assessment of their educational, professional, and occupational credentials by referring them to the appropriate organizations.
Configuration[1]	Configuration is the arrangement, relationships and customizations of hardware and/or software components that make up a computer system to enable the system to perform its intended use based on given requirements.
Configuration[2]	Configuration is the activity of arranging and/or customizing the hardware and/or software components that make up a computer system to enable the system to perform its intended use based on given requirements.
Elastic Computing	Concept in cloud computing in which computing resources can be scaled up and down easily by the cloud service provider. Elastic computing is the ability of a cloud service provider to provision flexible computing power when and wherever required. The elasticity of these

Term	Context
	resources can be in terms of processing power, storage, bandwidth, etc. Source: Techopedia
Enterprise-Class	Enterprise-class refers to applications or infrastructure services that are designed to be robust and scalable across a large organization. Gartner defines Enterprise-class as the ability of a given tool or product to handle complex processes or services. Further characteristics include: Open and compatible with existing databases and tools; Powerful enough to scale up along with the needs of the business using it; Secure from outside threats and data leaks.
Enterprise Cloud Security Solution	An Enterprise Cloud Security Solution is a comprehensive and unified suite of third-party configurable tools and practices that secure cloud-based network infrastructure, applications, connectivity, communications and data through native integration, heterogeneous protection, automation and management (policies, controls and visibility). They are specifically designed for cloud deployment and provide maximum security with minimal overhead. They support various operating environments including High Availability and auto-scaling. They provide automated threat monitoring, recognition and response.
Enterprise Solution	Enterprise solutions are designed to integrate multiple facets of a company's business through the interchange of information from various business process areas and related databases. These solutions enable companies to retrieve and disseminate mission-critical data throughout the organization, providing managers with real-time operating information. Source: Gartner
GCP	Google Cloud Platform Google Cloud Platform is a suite of public cloud computing services offered by Google. The platform includes a range of hosted services for compute, storage and application development that run on Google hardware.
High Availability Highly Available	High availability (HA) is the ability of a system or system component to be continuously operational for a desirably long length of time.

Term	Context
(HA)	… Availability experts emphasize that, for any system to be highly available, the parts of a system should be well-designed and thoroughly tested before they are used. Since a computer system or a network consists of many parts in which all parts usually need to be present in order for the whole to be operational, much planning for High Availability centers around backup and failover processing and data storage and access. Source: TechTarget At CBSA, the operational measure for High Availability is 99% 24/7 365 days a year.
Hybrid Cloud	Hybrid cloud is a cloud computing environment that combines on-premises and public cloud infrastructures. There are multiple approaches to architecting a hybrid cloud. They include: • Hybrid cloud management software (centralized management of both on-premises and public cloud infrastructure and applications); • Vendor-native hybrid cloud – extending either the on-premises footprint to the public cloud or vice versa, and to connect public cloud resources with a data center. • Platform as a service (PaaS) – an application development platform for developers to write custom applications without provisioning the underlying infrastructure they need to run. Source: Networkworld.com
Implement Implementation	In computer science, an implementation is a realization of a technical specification or algorithm as a program, software component, or other computer system through computer programming and deployment. In this context, to *implement* is the employing of techniques such as installing/injecting, configuring and/or developing the requirement and also deploying it successfully (operating without defects) into Production use. Source: Wikipedia
"Lift-and-Shift" or Rehost/Rehosting	Cloud migration approach which involves taking the entire application from its old infrastructure and moving it to the Cloud, involving no change, or with only very minor changes, or adjustment to the code.

Term	Context
	Rehosting is also known as lift-and-shift: you lift the code out of an environment and shift it to another. Source: DZone.com
Next-Generation Firewall NextGen Firewall	Next-generation firewalls are a class of firewall that are implemented in either software or hardware and are capable of detecting and blocking complicated attacks by enforcing security measures at the protocol, port and application level. The difference between a standard firewall and next-generation firewalls is that the latter performs a more in-depth inspection and in smarter ways. Next-generation firewalls also provide additional features like active directory integration support, SSH and SSL inspection, and malware filtering based on reputation. Source: Techopedia
OWASP Top 10	The OWASP Top 10 is a powerful awareness document for web application security. It represents a broad consensus about the most critical security risks to web applications. Project members include a variety of security experts from around the world who have shared their expertise to produce this list. Source: OWASP
Public Sector Organization	For the purpose of this procurement, a ***public sector organization*** is defined as any Department, Agency or Crown Corporation of the Canadian or U.S. Federal Governments, Canadian Provincial or U.S. State Governments, Municipal governments (representing Pop. 1+ Million).
Refactor/Refactoring	Cloud migration approach which involves a complete re-architecting of the app to better suit the new cloud environment. This often involves modifying the app itself and a large chunk of its code to better take advantage of cloud-based features and the extra flexibility that comes with them. Refactoring is a complex and resource-intensive process which requires a lot of time to complete. Source: DZone.com
Replatform/Re-platforming	Cloud migration approach which is similar to re-hosting in that the code is not altered excessively. However, re-platforming involves some modification for the purpose of taking advantage of the new cloud infrastructure. Some modifications could include: modifying the way the app interacts with the database to benefit from automation and a more

Term	Context
	capable database infrastructure; adding new features to enable better scaling and allow the app to benefit from the reserved resources of your cloud environment; or integrating the app with native features of the Cloud while keeping code modifications at a minimum. Source: DZone.com
Reverse engineering	Reverse engineering is "the process of analyzing a subject system to identify the system's components and their interrelationships, and to create representations of the system in another form or at a higher level of abstraction", where the "subject system" is the end product of software development. Reverse engineering is a process of examination only. There are two components in reverse engineering: re-documentation and design recovery. Re-documentation is the creation of new representation of the computer code so that it is easier to understand. Meanwhile, design recovery is the use of deduction or reasoning from general knowledge or personal experience of the product in order to fully understand the product functionality. Source: Wikipedia

ANNEX B
BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period

(August 4, 2020 to August 3, 2023)

Resource Category	Level of Expertise	Firm Per Diem Rate		
		Year 1	Year 2	Year 3
I.6 Network Analyst	Level 3	[redacted]	[redacted]	[redacted]
I.7 Platform Analyst	Level 3	[redacted]	[redacted]	[redacted]
I.9 System Administrator	Level 3	[redacted]	[redacted]	[redacted]
I.10 Technical Architect	Level 3	[redacted]	[redacted]	[redacted]
I.11 Technology Architect	Level 3	[redacted]	[redacted]	[redacted]
B.2 Business Architect	Level 3	[redacted]	[redacted]	[redacted]
A.1 Application/Software Architect	Level 3	[redacted]	[redacted]	[redacted]
A.7 Programmer/Analyst	Level 3	[redacted]	[redacted]	[redacted]
I.1 Data Conversion Specialist (Cloud Data Scientist)	Level 3	[redacted]	[redacted]	[redacted]
I.1 Data Conversion Specialist (Cloud Data Migrations)	Level 3	[redacted]	[redacted]	[redacted]
C.11 IT Security Vulnerability Analysis Specialist (Cloud)	Level 3	[redacted]	[redacted]	[redacted]

OPTION PERIODS:

Option Period 1

(August 4, 2023 to August 3, 2024)

Resource Category	Level of Expertise	Firm Per Diem Rate
I.6 Network Analyst	Level 3	[redacted]
I.7 Platform Analyst	Level 3	[redacted]
I.9 System Administrator	Level 3	[redacted]

I.10 Technical Architect	Level 3	[redacted]
I.11 Technology Architect	Level 3	[redacted]
B.2 Business Architect	Level 3	[redacted]
A.1 Application/Software Architect	Level 3	[redacted]
A.7 Programmer/Analyst	Level 3	[redacted]
I.1 Data Conversion Specialist (Cloud Data Scientist)	Level 3	[redacted]
I.1 Data Conversion Specialist (Cloud Data Migrations)	Level 3	[redacted]
C.11 IT Security Vulnerability Analysis Specialist (Cloud)	Level 3	[redacted]

Option Period 2

(August 4, 2024 to August 3, 2025)

Resource Category	Level of Expertise	Firm Per Diem Rate
I.6 Network Analyst	Level 3	[redacted]
I.7 Platform Analyst	Level 3	[redacted]
I.9 System Administrator	Level 3	[redacted]
I.10 Technical Architect	Level 3	[redacted]
I.11 Technology Architect	Level 3	[redacted]
B.2 Business Architect	Level 3	[redacted]
A.1 Application/Software Architect	Level 3	[redacted]
A.7 Programmer/Analyst	Level 3	[redacted]
I.1 Data Conversion Specialist (Cloud Data Scientist)	Level 3	[redacted]
I.1 Data Conversion Specialist (Cloud Data Migrations)	Level 3	[redacted]
C.11 IT Security Vulnerability Analysis Specialist (Cloud)	Level 3	[redacted]

[illegible] - Released under the Access to Information Act
ATIP - Divulgation en vertu de la loi sur l'accès à l'information.

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(Provided under separate cover)

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) **/ PARTIE 1** (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. N° de l'autorisation de tâches (AT) :	Commitment No. N° de l'engagement :	Financial Coding Code financier :	Date of Issuance Date d'émission :	Response required by Réponse requise d'ici le :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / N° de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category and Level Catégorie et Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

See attached / Voir pièce jointe

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification):

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Optional End Date(s) / Date(s) de fin optionnelle(s)	Status / Statut
	○ In Effect / en vigueur

Travel Requirement(s) / Exigence(s) de voyage n/a

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) **/ PARTIE 2** (complété par le Contractaur et/ou le Responsable technique / Chargé du projet)

Contractor Resource(s) and Estimated Cost / Ressource(s) du Contracteur et Coût total estimatif

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT

Name / Nom Category and Level / Catégorie et Niveau	PWGSC Security File No. / N° du dossier de sécurité TPSGC	Linguistic Profile / Profil linguistique	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Estimated Cost / Coût total estimatif
0					$0.00
0					$0.00
				Estimated Cost / Coût estimatif	**$0.00**
				Total Estimated Travel and Living Cost / Coût total estimatif de voyage et de vie	$0.00
				Total Estimated Cost / Coût total estimatif	**$0.00**

Check applicable Basis of Payment / Cocher la Base de Paiement applicable : Maximum Price / Prix Maximum : ☐ Firm Price / Prix Ferme : ☐

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is $150,000. When the value of a TA and its amendments (excluding Applicable Taxes) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est 150,000 $. Lorsque la valeur de l'AT et ses modifications
(excluant les taxes applicables) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation

Name of Technical Authority / Nom de l'autorité techni Date

Signature

Name of Contracting Authority / Nom de l'autorité contractante Date

Signature

Name of the representative
Nom du représentant du Ministère Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor /
Nom et titre Signature de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

COMMON-PS-SRCL#19

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000348132
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA	2. Branch or Directorate / Direction générale ou Direction: ISTB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

TBIPS Cloud B Engineering Professional Services over $2 Million

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada	NATO / OTAN	Foreign / Étranger
☑	☐	☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion ☑	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada	NATO / OTAN	Foreign / Étranger
PROTECTED A / PROTÉGÉ A ☑	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ☑	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☑	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☑	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☑	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
1000348132
Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? ☑ No Non ☐ Yes Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? ☑ No Non ☐ Yes Oui
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS / COTE DE FIABILITÉ
☑ CONFIDENTIAL / CONFIDENTIEL
☑ SECRET / SECRET
☐ TOP SECRET / TRÈS SECRET
☐ TOP SECRET – SIGINT / TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL
☐ NATO SECRET / NATO SECRET
☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET
☐ SITE ACCESS / ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? ☑ No Non ☐ Yes Oui
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted? ☑ No Non ☐ Yes Oui
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) [illegible] repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment ☑ Non ☐ Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☑ No Non ☐ Yes Oui
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? ☑ No Non ☐ Yes Oui
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

COMMON-PS-SRCL#19

Government of Canada   Gouvernement du Canada

Contract Number / Numéro du contrat
1000348132

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - *(continued)* / PARTIE C - *(suite)*

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non   ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non   ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

[illegible] the Access to Information Act
[illegible] Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada | Gouvernement du Canada

Contract Number / Numéro du contrat 1000348132
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Antonio Utano	Title - Titre Ex. Dir. BASD		Signature
Telephone No. - N° de téléphone 613.858.4710 / 819.271.5129	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel antonio.utano@cbsa-asfc.gc.ca	Date 2019.07.15

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Pedro Lobo	Title - Titre Sr. Sec Advisor		Signature
Telephone No. - N° de téléphone 613-791-7744	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Pedro.Lobo@cbsa-asfc.gc.ca	Date July 16/19

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? [✓ ☐ No / Non] ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Mansour, Silvana Digitally signed by Mansour, Silvana Date: 2020.03.13 11:11:02 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre		Signature Saumur, Jacques O Digitally signed by Saumur, Jacques O DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques O Date: 2017.02.02 13:36:31 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

Purchasing Office - Bureau des achats:
Informatics Professional Services - EL Division/Services professionnels en informatique - division EL
Terrasses de la Chaudière 4th Floor
10 Wellington Street
Gatineau
Québec
K1A 0S5

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The Vendor/Firm hereby accepts/acknowledges this contract.
Le fournisseur/entrepreneur accepte le présent contrat/en accuse réception.

Signature Date
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (taper ou imprimer)

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
123861098PG0001
Veritaaq Technology House Inc.
1111 Prince of Wales Drive
Suite 100
Ottawa
Ontario
K2C3T2
Canada

Title - Sujet
Omnibus (BPA, B2B, CECP) IT Profess

Contract No. - N° du contrat
47419-251689/001/EL

Date
2019-02-22

Client Reference No. - N° de référence du client
1000341689

Requisition No. - N° de la demande
47419-251689

File No. - N° de dossier
606el.47419-251689

CCC No./N° CCC - FMS No./N° VME

Financial Code(s)
Code(s) financier(s)
192060050-2001/81401

GST/HST
TPS/TVH

F.O.B. - F.A.B.
Destination

GST/HST - TPS/TVH
See Herein - Voir ci-inclus

Duty - Droits
See Herein - Voir ci-inclus

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CANADA BORDER SERVICES AGENCY
16TH FLOOR
NORTH RIVER ROAD TW B
OTTAWA
Ontario
K1A0L8
Canada

Invoices - Original and two copies to be sent to:
Factures - Envoyer l'original et deux copies à:
CANADA BORDER SERVICES AGENCY
2E ETAGE, #260-01
105, RUE MCGILL
MONTREAL
Quebec
H2Y2E7
Canada

Address Enquiries to: - Adresser toutes questions à:
Mansour, Silvana

Buyer Id - Id de l'acheteur
606el

Telephone No. - N° de téléphone
(613) 858-9935 ( )

FAX No. - N° de FAX
( ) -

Total Estimated Cost - Coût total estimatif
$3,575,000.21

Currency Type - Devise
CAD

For the Minister - Pour le Ministre

Canada

CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK- BASED INFORMATICS PROFESSIONAL SERVICES (TBIPS) VARIOUS RESOURCE CATEGORIES - LEVELS 2 AND 3 FOR CANADA BORDER SERVICES AGENCY

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List of Annexes to the Resulting Contract:

Annex A - Statement of Work
Annex B - Basis of Payment
Annex C - Security Requirements Check List

CBSA - Released under the Access to Information Act
ASFC - Divulgué en vertu de la Loi sur l'Accès à l'information.

1. Requirement

(a) Veritaaq Technology House Inc. (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.

(b) **Client**: Under the Contract, the "**Client**" is Canada Border Services Agency.

(c) **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

(d) **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

2. Task Authorization

(a) **As-and-when-requested Task Authorizations**: The Work or a portion of the Work to be performed under the Contract will be on an "as-and-when-requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

(b) **Allocation of Task Authorizations**: More than one contract has been awarded for this requirement. As a result, the Task Authorizations issued under this series of contracts will be allocated in accordance with the following:

   (i) At the time this series of contracts was awarded, each contractor was allocated an amount of funding as specified in the Limitation of Expenditure in respect of Task Authorizations based on the evaluation process described in the bid solicitation that resulted in the award of this series of contracts.

   (ii) Canada will use a rotational method to allocate the draft Task Authorizations, where the rotation is based on the amount of funding remaining under each of the respective contracts.

   (iii) Canada will send the first draft Task Authorization to the contractor with the greatest value of funding under its contract. If more than one contractor has the same value, it will be assigned to the contractor ranked first as determined under the evaluation process in the bid solicitation that resulted in the award of this series of contracts.

   (iv) The contractor sent a draft TA will have the time set out further below under the sub-paragraph entitled "Contractor's Response to Draft Task Authorization" to respond to the Contracting Authority.

(v) If the contractor to whom the draft TA is first sent either fails to respond on time or confirms in writing that it refuses to perform the task, the draft TA will then be forwarded to the contractor with the next-greatest balance remaining of allocated funding. In the event that Canada determines the proposed resource(s) does not meet the minimum experience or other requirements of the categories identified in the draft TA, Canada will send the draft TA to the contractor with the next greatest balance remaining of allocation funding.

(vi) The process of sending out a draft TA to the contractor with the greatest balance remaining will continue until Canada either cancels the requirement for the task or it has been validly issued to one of the contractors. If none of the contractors can perform the task (in accordance with all the terms and conditions of this series of contracts), Canada may acquire the required Work by other means.

(vii) Once the Task Authorization is issued, for the purposes of calculations for the allocation of Task Authorizations, the value of that Task Authorization, including any applicable options under that TA (and the value of any subsequent amendment to that TA) will be subtracted from the funding allocated to that contractor.

(viii) When the next requirement to perform a task is identified, it will be sent to the contractor with the greatest balance remaining of allocated funding. If more than one contractor has the greatest balance remaining of allocated funds (i.e., several contractors have equal amounts of allocated funding), the draft TA will be sent to the contractor among them that ranked highest under the bid solicitation evaluation process. If any contract in this series of contracts is amended to add funding for Task Authorizations, all the remaining contracts (i.e., all contracts that have not previously been terminated) will be amended to add funding in amounts proportionate to the funding initially provided under each contract for Task Authorizations (e.g., if three contracts were awarded with $2M, $1M and $750,000 in funding for Task Authorizations respectively, and $200,000 is added to the first contract, then $100,000 will be added to the second contract and $75,000 will be added to the third).

(c) **Assessment of Resources Proposed at TA Stage**: Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.

(d) **Form and Content of draft Task Authorization**:

(i) The Strategic Procurement and Material Management Division (SPMMD) Representative will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B of Annex A.

(ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:

(A) the task number;

(B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);

(C) the details of any financial coding to be used;

(D) the categories of resources and the number required;

(E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);

(F) the start and completion dates;

(G) milestone dates for deliverables and payments (if applicable);

(H) the number of person-days of effort required;

(I) whether the work requires on-site activities and the location;

(J) the language profile of the resources required;

(K) the level of security clearance required of resources;

(L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and

(M) any other constraints that might affect the completion of the task.

(e) **Contractor's Response to Draft Task Authorization**: The Contractor must provide to the SPMMD Representative, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), a quotation with the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract, as well as the proposed resource(s) to perform the task in accordance with Appendix A to Annex A of the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

(f) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations**:

To be validly issued, a TA must include the following signatures:

(i) for any TA, inclusive of revisions, with a value less than or equal to $300,000.00 (excluding Applicable Taxes), the TA must be signed by the SPMMD Representative; and

(ii) for any TA with a value greater than this amount, a TA must be signed by the SPMMD Representative and the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.

(g) **Periodic Usage Reports**:

(i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.

(ii) The quarterly periods are defined as follows:

(A) 1st quarter: April 1 to June 30;

(B) 2nd quarter: July 1 to September 30;

(C) 3rd quarter: October 1 to December 31; and

(D) 4th quarter: January 1 to March 31.

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The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

(iii) Each report must contain the following information for each validly issued TA (as amended):

(A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;

(B) a title or a brief description of each authorized task;

(C) the name, Resource category and level of each resource involved in performing the TA, as applicable;

(D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;

(E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;

(F) the start and completion date for each authorized task; and

(G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

(iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):

(A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and

(B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.

(h) **Refusal of Task Authorizations or Submission of a Response which is not Valid**: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.

(i) **Consolidation of TA's for Administrative Purposes**: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

3. Minimum Work Guarantee

(a) In this clause,

(i) "**Maximum Contract Value**" means the amount specified in the "**Limitation of Expenditure**" clause set out in the Contract; and

(ii) "**Minimum Contract Value**" means $20,000.00.

(b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the

Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

(c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

(d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract

  (i) for default;

  (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or

  (iii) for convenience within ten business days of Contract award.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

(a) **General Conditions**:

  (i) 2035 (2018/06/21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:

   (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Work Guarantee, or due to the Contractor as of the date of termination, or

   (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions**:

The following Supplemental General Conditions:

  (i) 4002 (2010/08/16), Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4006 (2010/08/16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

5. Security Requirement

The following security requirements (SRCL #19 and related clauses provided by the Contract Security Program) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABLITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
   a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
   b. *Industrial Security Manual* (Latest Edition).

ADDITIONAL CBSA SECURITY REQUIREMENT:

(a) Additionally, resources may be assessed for Reliability or Secret Status by the CBSA prior to commencing the Work, and from time to time throughout the Contract Period. The assessment conducted by the CBSA will include a credit check performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), fingerprinting and any other security screening processes required. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit:

  (i) the current level of security clearance granted or approved by CISD/PWGSC; and

  (ii) a completed signed TBS 330-23 Form - Personnel Screening, Consent and Authorization Form (http://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.pdf).

(b) In the event a resource does not pass the PSSS assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

6. Contract Period

(a) **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:

  (i) The "**Initial Contract Period**", which begins on March 4, 2019 and ends two years later on March 3, 2021; and

  (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

(b) **Option to Extend the Contract**:

  (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional two-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

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(ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

7. Authorities

(a) Contracting Authority

The Contracting Authority for the Contract is:

Name: Silvana Mansour
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: Terrasses de la Chaudière, 10 Wellington St., Gatineau, Québec
Telephone: (613) 858-9935
E-mail address: Silvana.b.mansour@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) Technical Authority

The Technical Authority for the Contract is:

Name: Eric Carrière
Title: Manager, Application Development
Common and Corporate Systems Division
Organization: Canada Boarder Services Agency
Address: 333 North River Road, Ottawa, ON K1A 0L8
Telephone: 343-291-5329
E-mail address: Eric.Carriere@cbsa-asfc.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) Strategic Procurement and Material Management Division (SPMMD) representative

The SPMMD representative for the Contract is:

Name: Anik Devlin
Title: A/Senior Contracting Officer
Organization: Canada Boarder Services Agency
Address: 333 North River Road, Ottawa, ON K1A 0L8
Telephone: 343-291-6909
E-mail address: Anik.Devlin@cbsa-asfc.gc.ca

The SPMMD representative is the representative of the department or agency for issuance of Task Authorization on behalf of the Technical authority.

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(d) **Contractor's Representative**

Name:
Title: Director of Proposals
Organization: Veritaaq Technology House Inc.
Address: 1111 Prince of Wales Drive, Suite 100, Ottawa, ON K2C 3T2
Telephone:
E-mail address:

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

9. Payment

(a) Basis of Payment

(i) **Professional Services provided under a Task Authorization with a Maximum Price**: For professional services requested by Canada including work performed outside standard hours or on-call work, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

(ii) **Professional Services provided under a Task Authorization with a Firm Price**: For professional services requested by Canada including work performed outside standard hours or on-call work, in accordance with a validly issued Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Annex B), Applicable Taxes extra.

(iii) **Travel and Living Expenses – National Joint Council Travel Directive**
The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle expenses provided in Appendices B, C and D of the *National Joint Council Travel Directive* and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Technical Authority. The Contractor will be paid for actual time spent travelling in accordance with the firm per diem rate set out in Annex B which per diem is based on a 7.5-hour workday.

(iv) **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

(v) **Contractor's Firm Per Diem Rates**: The Contractor agrees that the rates set out in Annex B remain firm throughout the Contract Period, except as may be provided for in the express terms of the contract. In reference to Article 18 (1) of SACC General Conditions 2035, the Contractor acknowledges that its obligation to provide services in accordance with the firm rates set out in Annex B is unaffected by the application of any existing law or any new law which may come into effect during the Contract Period.

(vi) **Professional Services Rates**: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own

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costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

(b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**

(i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the amount set out on page 1 of the Contract, less any Applicable taxes. With respect to the amount set out on page 1 of the Contract, Customs duties are excluded and Applicable Taxes are included

(ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

(iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

(A) when it is 75 percent committed, or

(B) 4 months before the contract expiry date, or

(C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

(iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

(c) **Method of Payment - Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

(i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

(ii) all such documents have been verified by Canada; and

(iii) the Work performed has been accepted by Canada.

(d) **Method of Payment for Task Authorizations with a Maximum Price**: For each Task Authorization validly issued under the Contract that contains a maximum price:

(i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

(ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA

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price, Canada is only required to pay for the time spent performing the work related to that TA.

(e) **Method of Payment for Task Authorizations with a Firm Price - Lump Sum Payment on Completion**: Canada will pay the Contractor upon completion and delivery of all the Work associated with the validly issued Task Authorization in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work delivered has been accepted by Canada.

(f) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

(g) **Payment Credits**

- (i) **Failure to Provide Resource**:
  - (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
  - (B) **Corrective Measures**: If credits are payable under this Article for two consecutive months or for three months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
  - (C) **Termination for Failure to Meet Availability Level**: In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor three months' written notice of its intent, if any of the following apply:
    - (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
    - (2) the corrective measures required of the Contractor described above are not met.

    This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.
- (ii) **Credits Apply during Entire Contract Period**: The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages**: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.

(iv) **Canada's Right to Obtain Payment**: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

(v) **Canada's Rights & Remedies not Limited**: The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.

(vi) **Audit Rights**: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

(h) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

(i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

10. Invoicing Instructions

(a) The Contractor must submit invoices in accordance with the information required in the General Conditions.

(b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.

(c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

(d) The Contractor must provide the original and one copy of each invoice to the Technical Authority's paying office (CBSA Finance), and a copy to the Contracting Authority.

(e) All invoices must be submitted by e-mail on a monthly basis at the following address:

Email: vendors-fournisseurs@cbsa-asfc.gc.ca

This email address is to be used for submitting invoices and for payment status inquiries. Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.

(f) Direct Deposit:

The Government of Canada will soon be phasing out federal government cheques; Businesses that supply goods and services to the Government of Canada are strongly encouraged to enrol in direct deposit for account payable.

The Contractor is to contact ca-ci@cbsa-asfc.gc.ca to obtain additional information regarding direct deposit enrolment process and the steps to be followed.

***IMPORTANT NOTE:* If the Contractor omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

11. Certifications and Additional Information

(a) Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, any TA quotation and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire Contract Period.

12. Federal Contractors Program for Employment Equity - Default by Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

13. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

(a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;

(b) Supplemental General Conditions, in the following order:

  (i) 4002 *(*2010/08/16*)*, Supplemental General Conditions - Software Development or Modification Services;

  (ii) 4006 *(*2010/08/16*)*, Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;

(c) General Conditions 2035 (2018-06-21), Higher Complexity - Services;

(d) Annex A, Statement of Work - Annex A including its Appendices as follows;

  (i) Appendix A to Annex A - Tasking Assessment Procedure;

  (ii) Appendix B to Annex A - Task Authorization (TA) Form;

  (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;

  (iv) Appendix D to Annex A - Certifications at the TA stage;

(e) Annex B, Basis of Payment;

(f) Annex C, Security Requirements Check List;

[illegible] - Released under the Access to Information Act
[illegible] - Divulgation en vertu de la Loi sur l'Accès à l'information.

(g) the validly issued Task Authorizations and any required certifications (including all of their annexes, if any); and

(h) the Contractor's bid dated October 12, 2018.

15. Foreign Nationals (Canadian Contractor)

(a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

16. Insurance Requirements

(a) Compliance with Insurance Requirements

(i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

(ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

(iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

(b) Commercial General Liability Insurance

(i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than $2,000,000 per accident or occurrence and in the annual aggregate.

(ii) The Commercial General Liability policy must include the following:

(A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided.

Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(G) Employees and, if applicable, Volunteers must be included as Additional Insured.

(H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(c) **Errors and Omissions Liability Insurance**

(i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than $1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

(ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(iii) The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17. Limitation of Liability - Information Management/Information Technology

(a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

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(b) **First Party Liability**:

- (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
  - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
  - (B) physical injury, including death.
- (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
- (iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
- (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
  - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
  - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or $1,000,000.00.

    In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or $1,000,000.00, whichever is more.
- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims**:

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

(ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

(iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

18. Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

(i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of having this knowledge, the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

(A) the name, qualifications and experience of a proposed replacement immediately available for Work; and

(B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

(ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

(A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or

(B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor to propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that are similar or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this sub-article (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

19. Safeguarding Electronic Media

(a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

(b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

20. Reporting Requirements

The Contractor must provide status reports and any other reports as and when requested by the Technical Authority through the issuance of a Task Authorization. The Contractor must also provide the Periodic Task Authorization Usage Reports to the Contracting Authority on a quarterly basis in accordance with article 7.2 (g)

21. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

22. Implementation

(a) **Implementation of Professional Services**: If similar professional services are currently being provided by another supplier or by Canada's own personnel, the Contractor is responsible for ensuring that the transition to the professional services it provides under the Contract is completed in a way that does not disrupt Canada's operations or users, and does not result in

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any interim degradation to the timeliness or quality of service. The Contractor is solely responsible for any additional training required by its resources to perform the Work, and time spent by resources on that training or becoming familiar with the Client's environment must not be charged to Canada. The transition will be considered complete once the Contractor has demonstrated, to the satisfaction of the Technical Authority that it is ready and able to carry out the Work. The transition must be complete by no later than 10 working days after the Contract is awarded. All costs associated with establishing itself to provide the professional services are the responsibility of the Contractor.

23. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

(a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;

(b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

(c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.

(d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.

(e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A

STATEMENT OF WORK

1. INTRODUCTION

Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods.

Under this mandate, CBSA enables effective and efficient administration and operation of border management and its internal operation through the design, development, implementation and ongoing support of innovative tools and solutions.

The Information, Science and Technology Branch (ISTB) provides technology leadership of business applications in support of CBSA's strategic priorities including administrative and corporate programs of the Agency. It ensures effective delivery of technology products, applications and services to meet business needs, while ensuring integrity and availability of all technology infrastructures.

Organizational readiness and stability allows the Agency to achieve its mandate, deliver on its priorities and adapt to an evolving business environment. Investing in a modern IT infrastructure, introducing innovative productivity tools and administrative applications allows CBSA to maintain a high standard of service delivery and improve efficiencies.

To that end, the Common and Corporate Systems Division (CCSD) is responsible for the development, production support and maintenance of innovative business applications. These include mission critical and high-availability systems as well as applications that serve as common components for internal and external stakeholders. The division is also responsible for the design, development and delivery of enterprise and corporate solutions in support of CBSA's mandate and priorities.

Key divisional activities include:

- Providing the planning, analysis, design, development, and implementation of enterprise and corporate applications in support of common and corporate programs and administrative functions across the Agency;
- Promote reusability through established CBSA best practices and standards by meeting the overlapping needs of the various IT projects, thus eliminating the need for each initiative or project to fund and build these common components;
- Serving as the center of expertise for all IT development projects related to common and corporate business programs, functions and activities;
- Serving as Technical Leaders for common and corporate application releases and upgrades which includes developing System Use Cases, Detailed Design Documents, participating in System Engineering Method (SEM) reviews and other development related documentation;
- Prioritizing and promoting IT development initiatives with end-users and other IT management areas;
- Coordinating the procurement, integration and ongoing support of commercial off-the-

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shelf (COTS) software products and IT hardware needed to meet the business requirements;

- Providing maintenance and production support for a wide-range of common and corporate applications.

The Common and Corporate Systems Division is composed of four sections. The mandate of each section is explained below.

Electronic Data Warehouse and Business Intelligence (EDW & BI)

The EDW and BI section is responsible for the development of Business Intelligence and Mining solutions of the Canada Border Services Agency's data warehouse and all its components. Key activities include, analysis, design and acquisition of source data for reporting purposes. The data warehouse is the main source of information for report generation, analysis, and presentation through ad-hoc reports, portals, and executive dashboards.

Business Process Automation (BPA), Business to Business (B2B) Integration and Customs Electronic Commerce Platform (CECP)

The BPA, B2B integration and CECP section is comprised of four units.

The B2Bi and CECP units consist of the B2Bi development team (supporting B2B services), the CECP development team (supporting the development of the CECP set of applications), and the B2Bi support team (providing client support of both the B2B and CECP applications and services). These units specialize in application development of enterprise-level Web and Enterprise Data Exchange based services (EDI). These services provide the capability to manage data exchange between external organizations, and CBSA internal applications and services. This team maintains critical COTS and custom products that directly support enterprise applications.

As for the Business Process Automation (BPA) team, they specialize in software development and maintenance of various line-of-business critical and non-critical COTS and custom applications that meet the specific needs of our corporate clients.

Administrative and Corporate Applications

The mandate of the Administrative and Corporate Application section is to lead the design, development, integration and ongoing support of the administrative and corporate applications for a multitude of clients. These systems provide direct support of key and common functions performed across every GoC departments and agencies such as, ministerial correspondence, access to information, communication services, property management, document and records management, etc. These include both customized and commercial off-the-shelf software products.

SAP Technical Competency Centre (SAP TCC)

The SAP Technical Competency Centre is composed of subject matter experts responsible for the development and integration of SAP-based solutions for the Agency. This includes direction, technical advice and ongoing support of SAP-based applications and underlying technical infrastructure. The SAP TCC is also responsible for maintaining the operational aspects needed for the applications to function properly and also has responsibility for the design, testing and improvement of applications that form part of SAP application portfolio.

Line-of-Business Applications and Tools

The Common and Corporate Systems Division (CCSD) is responsible for the development, integration, implementation and ongoing support of numerous line-of-business applications and systems. A list of current applications including commercial-off-the-shelf software products with an indication of the primary development languages is provided below:

Applications / Systems / COTS	**Development Languages**
Access to Information	COTS
Accounts Receivable Ledger	ABAP
AIS Help Desk	ASP
ANCILE uPerform (SAP Productivity Pak)	COTS
Apollo - Electronic Document and Records Management System (GCDOCS)	COTS
Articulate Storyline	COTS
Automated Personal Security Screening	MS Access, VBA
Business Warehouse	ABAP
CA Clarity	COTS
CBSA Intranet	ASP, HTML, JAVASCRIPT, XML
CBSA Wiki	COTS
Central Course Registration System	ASP
Communications Portal	ASP
Consolidated Management Reporting System	Cognos Framework Manager V10.2
Consolidated Management Reporting System Enterprise Data Warehouse	Cognos Framework Manager V10.2
Correspondence Tracking System	COTS
Customs Electronic Commerce Platform	Java, C++ , Visual Basic 6.0, Various Scripting Languages, PERL, DB2 Stored Procedures, Spring Framework
Customs Electronic Commerce Platform - Query & Data Viewing Utility	Microsoft Visual Basic V6, DB2 Stored Procedures
Customs Interest Calculation Program	Java 1.6 / Spring 1.2 / HTML / Javascript / CSS
Customs Internet Gateway	Java

Customs Officer Scheduling System	MS Access 2000
Customs Query	Java
Directory of Offices	Java, JavaScript
Enforcement Library	Smalltalk
Global Case Management System (GCMS) Printing Solution	N/A
Global Query Component	Java
Incident Management Reporting System	Java 6, Flex 3.4.1, Adobe LiveCycle ES4
Integrated Border Query	Java
Integrated Customs Enforcement System	PowerScript
Intelligence Management System	Smalltalk
Interdiction and Border Alerting Service	Java
Internal Placement Process	Java 1.6 / Hibernate 4.1 / Spring 3.1 / HTML / Javascript
Marine Domain Awareness (MDA) Watchkeeper	COTS
MEI-B2B - Administration and Configuration Web Application	Java, Jersey
MEI-B2B - Electronic Data Interchange (EDI) Gateway	BPML, Java
MEI-B2B - Tracking Service	Java
MEI-B2B - Web Services Gateway	Java
Occurrence Reporting System	Smalltalk
Personnel Security Screening System	Java 1.7, Spring 4.1, Hibernate 4.2
Question Mark	COTS
Recourse Content Management System – Enforcement	Java 6, Flex 4.6
Recourse Content Management System – Trade	Java 6, Flex 4.6, Adobe LiveCycle, Cognos Reporting
Revenue Ledger	ABAP
Salary Forecasting System	COTS
SAP Process Orchestrator	Java
SAP Solution Manager	ABAP
System Access Management	ASP, JavaScript, CSS
Teammate Audit Management	COTS
Trade Compliance Management System	Java
Virtual Learning Environment	COTS
Work Order Database	ASP, JavaScript, CSS

Existing and Upcoming Projects and Initiatives

Besides the ongoing maintenance and operational support of existing line-of-business applications and systems, CCSD is currently leading multiple projects to further enhance and deliver new capabilities and services across the Agency. These include but are not limited to:

a) Development and implementation of a Port of Entry Management System (POEMS) designed to produce daily shift schedules. The application will also allow front line management to track daily events, disseminate administrative information and broadcast the daily schedule.

b) Replacement and enhancement of the existing Recourse Content Management System (RCMS) Trade, RCMS Enforcement and Incident Management Reporting System (IMRS) due to an urgent need to change front-end interface technology.

c) Integration, implementation and ongoing support of a COTS software product that will accept data from the Public Service Commission's GC Jobs and permit CBSA staffing employees to manage selection and appointment processes. This project is referred to the HR Integrated Staffing Solution (ISS).

d) Integration of the Accounts Receivable Ledger (ARL) and the Revenue Ledger systems into the CBSA Assessment and Revenue Management (CARM) application.

e) Integration of B2B into the CBSA Assessment and Revenue Management (CARM) application.

f) CBSA is working on a Planning, Forecasting and Budgeting initiative based on a SAP Business Warehouse (BW), Business Planning & Consolidation and Business Objects platform extracting Corporate Administration System (CAS) data from Canada Revenue Agency (CRA) and also from Account Receivable Ledger (ARL). The scope of the project was expanded to include additional CRA CAS-HR and CBSA Salary Forecasting System data as well as providing extended reporting capability. The project was amended to include construction and migration of the SAP BW information assets and applications to an appliance-based SAP-HANA database.

g) Development and implementation of any B2B and/or EDW BI work that could be required for the Passenger Protect Program. The Passenger Protect Program works with air carriers to screen commercial passenger flights to, from and within Canada in order to protect safety at home and abroad.

Technical Environments

a) SAP Enterprise Resource Planning (ERP)

- The SAP **Enterprise Central Component (ECC)** technical environment is an Enterprise level, 3 tiered ABAP version 6.00 EHP5 hosted on Windows 2008 server R2 and Sybase database. The system configuration is based on a 6 server landscape including a Sandbox, Development, Quality Assurance, Volume, Training and Production systems.
- The SAP Process Orchestration technical environment is Enterprise level, 3 tiered Java hosted on Windows 2008 server R2 with Sybase database.
- The SAP Solution Manager technical environment is Enterprise level, 3 tiered ABAP and Java hosted on Windows 2008 server R2 with Sybase database.
- The SAP Business Warehouse (BW) technical environment is Enterprise level 3-tier ABAP hosted on Windows 2008 server R2 with Sybase database. The system configuration is based on a 4 server landscape including a Sandbox, Development, Quality Assurance and Production system. The components are: SAP_BW, BI_CONT and BPC with ICM using HTTP/HTTPS connectivity through SAP Web Dispatcher.
- Other technical characteristics:
    - SAP BASIS
    - SAP HANA
    - SAP PSCD
    - SAP FI
    - SAP Process Orchestration (SAP PO)
    - SAP NetWeaver Development Infrastructure
    - SAP NetWeaver Development Studio
    - SAP Solution Manager
    - SAP BusinessObjects
    - SAP Security Authorizations
    - SAP NetWeaver BI
    - SAP Human Capital Management (HCM)
    - SAP Redwood Scheduler
    - ANCILE uPerform (SAP Productivity Pak)
    - PowerShell scripting
    - Linux
    - Unix

b) Business to Business (B2B) and CECP

The Canada Border Services Agency (CBSA) processes an immense number of electronic information with external Trading partners as part of its mandate. The Common & Corporate Services Division (CCSD) implemented Multi-Enterprise Integration (MEI) also known as Business-to-Business integration solutions (B2B). B2B integration is an enterprise capability meant to facilitate the capture and sharing of electronic information exchanged between CBSA, Participating Government Agencies (PGAs) / Other Government Departments (OGDs), and private enterprise upon a common centralized integration model. The Business to Business foundational components providing the CBSA with a technological communications hub that allows IT systems belonging to one organization to communicate with the systems of another organization, while minimizing costly changes for either system. The B2B/CECP technical environment consists of:

- Extensible Markup Language (XML)
    - XML Schema Definition (XSD)
    - Document Type Definition (DTD)
    - XPATH
    - XSLT
    - Xquery

- Java
    - IBM Rational Software Architect:
    - Eclipse 3.x and 4.x IDE
    - J2EE (WebSphere)
    - JMS (WebsphereMQ)
    - WebSphere Application Server (WAS)
    - JDBC and Hibernate
    - Spring and Spring Integration Framework
    - Jersey
    - ANT, Apache Maven, SVN, git
    - IBM DataPower
    - GatewayScript
    - Multi-protocol Adapters
    - IBM Transformation Extender Maps
    - IBM Integration Bus (IIB)

- Communication Protocols
    - File Transfer Protocol (FTP)
    - Hypertext Transfer Protocol (HTTP)
    - Simple Mail Transfer Protocol (SMTP)
    - Managed File Transfer including PWGSC’s MSFT solution

- Service Oriented Architecture (SOA)
    - Simple Object Access Protocol (SOAP)
    - Web Service, Representational State Transfer (REST)
    - WS-Security
    - SSL, TLS

- Electronic Data Interchange (EDI)
    - ANSI X.12
    - EDIFACT
    - IATA Standards
    - World Customs Organization (WCO) Data Model
    - Financial, Transportation data models

- Interoperability & Integration
    - Web Services standards – SOAP and REST
    - Web Services Definition Language (WSDL)
    - Business Rules Management Solution
    - Enterprise Service Bus
    - Encryption/Decryption

  - CA-Idm/SM
  - Request/Response

c) Business Process Automation (BPA)

- Java
- Hibernate 4.1
- Spring 3.1
- Spring Integration Framework
- HTML5
- JavaScript
- Adobe Flex 3.4.1 and 4
- Adobe LiveCycle ES4
- Adobe Designer ES4
- Adobe Experience Manager (AEM)
- PowerScript

d) Electronic Data Warehouse (EDW) & Business Intelligence (BI)

- Cognos 10.2 BI Suite
  - IBM Cognos Report Studio
  - IBM Cognos Analysis Studio
  - IBM Cognos Query Studio
  - IBM Cognos Transformer
  - IBM Cognos Framework Manager
- Database ETL (Extract, Transform, Load) techniques and tools
- DB2 DBMS
- IBM WebSphere DataStage
- DataStage ETL
- IBM DB2 RDBMS (Relational Database Management System)
- erwin Data Modeler
- IBM IDA
- IBM Pure Data
- IBM InfoSphere Information Server Suite

e) Office Productivity Suite and Tools

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Office Suite (Word, Excel, PowerPoint)
- Microsoft Visio
- Microsoft Project
- Internet Explorer
- Microsoft Access
- OpenText GCDocs

f) Operating Systems
  - Unix
  - Linux
  - Microsoft Windows 7
  - Microsoft Windows 10
  - OS/360

g) Other development tools and programming languages
  - Smalltalk object-oriented language
  - Business Process Modeling Language (BPML)

2. REQUIREMENTS

The Business Process Automation, Business to Business Integration and Customs Electronic Commerce Platform section has requirements for the services of informatics professional resources, as outlined in Table A-1 below, to fulfill different roles and perform a wide range of tasks. The resources will work on existing and upcoming CBSA IT projects and will also provide operational support for the upkeep of line-of-business applications identified earlier. The detailed tasks for each resource requirement are described below.

The Contractor must provide these TBIPS resource categories to work with CCSD employees and other contractor supplied resources, on an "as and when requested" basis as initiated through Task Authorizations (TA's).

Table A-1

TBIPS Reference	Resource Category
A.1	Application/Software Architect
A.11	Tester
A.14	Web Developer (Usability Expert)
A.7	Programmer/Analyst (CECP)
A.7	Programmer/Analyst (JAVA)
A.7	Programmer/Analyst (MS Dynamics)
A.7	Programmer/Analyst (Prod Support)
A.7	Programmer/Analyst (UI)
A.8	System Analyst
B.14	Technical Writer
I.7	Platform Analyst (B2B)
I.7	Platform Analyst (Data Power)
P.9	Project Manager

3. DELIVERABLES

For each Task Authorization (TA) that is issued against this contract, the Contractor will be required to provide various deliverables and other related documents as specified in the respective TA.

4. CONSTRAINTS

4.1 Regular Meetings

The Contractor's selected resource must meet with the Technical Authority or his/her representative on a priority basis or as requested to discuss any issues associated with the provision of the required services. These meetings will be at no additional cost.

4.2 Work Guidance

The resource will work under the guidance of the Technical Authority or his/her representative.

4.3 Status Reports

Status reports are to be provided as detailed within the Task Authorization.

4.4 Support Resources

The CBSA will provide a workstation, email and system access.

4.5 Normal Working Hours

Work must be performed during core business hours between 7:00 – 18:00, Monday to Friday. From time to time, operational support may be required outside core business hours. It is also important to note that some resources will be required on a part-time basis. Working hours including the need for after-hour support will be identified in each TA.

4.6 Work Location

It is anticipated that the majority of the work associated with each TA will be carried out on-site at CBSA facilities in the National Capital Region (NCR). The Contractor may be required to attend meetings at CBSA and at key GoC stakeholder locations.

4.7 Travel Requirement

There is no travel requirement expected outside the NCR. If travel is required outside the NCR, it will be identified in the TA. All expenses for travel within the NCR are to be paid by the Contractor.

4.8 Language Requirements

The resource must be able to communicate with ease and effectively in English, both orally and written. There may be a requirement from time to time for a resource to conduct business in the French language and have acceptable bilingual capability. Language requirements will be identified in each TA.

5. RESOURCE TASKS AND DELIVERABLES

The following are the tasks, skills and deliverables associated with each resource requirement. Tasks and deliverables will be further specified in each Task Authorization (TA).

TBIPS Category: **A.1 Application/Software Architect**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements
2. Identify the policies and requirements that drive out a particular solution

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3. Analyze and evaluate alternative technology solutions to meet business problems
4. Ensure the integration of all aspects of technology solutions
5. Monitor industry trends to ensure that solutions fit with government and industry directions for technology
6. Analyze functional requirements to identify information, procedures and decision flows
7. Evaluate existing procedures and methods, identify and document database content, structure, and application sub-systems, and develop data dictionary
8. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems
9. Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal
10. Identify and document system specific standards relating to programming, documentation and testing, covering program libraries, data dictionaries, naming conventions, etc.
11. Define, document, and communicate architectural standards
12. Participate in code reviews to ensure that standards are followed
13. Assist with troubleshooting and performance tuning
14. Participate in road map exercise, architecture definition, product evaluation and selection, application and integration design
15. Participate and provide technical leadership and guidance throughout the project lifecycle with emphasis on the up-front analysis and selection of the most viable option, the conceptual design and during the development phase
16. Architect and design line-of-business applications
17. Work closely with Portfolio Service Management and share ideas with fellow architects, software developers, technical advisors and team leads
18. Remain at the forefront of new technology solutions, explore new avenues, industry trends, technological changes, and how they would benefit the organization
19. Work with development teams and Project/Team Leads to drive, advise and learn how to best implement the targeted architecture
20. Ensure platforms, development tools, hardware environments and commercial off-the-shelf software products remain highly performant and maintained to ensure continuous availability
21. Promote development of best practices, architecture/design patterns and software development frameworks & techniques across the organization.

Specialties / Skills

Specialties could include but not limited to:

a) HTML

b) Java

c) Javascript

d) SQL Server

e) PL/SQL

f) DB2

g) XML

h) JSP

i) J2EE

j) Mainframe environnement

k) Distributed environnement

l) Rational Rose

m) Magic Draw

n) TogetherJ

o) Enterprise Architect

p) Balsamiq

q) Visio

Deliverables

Deliverables could include but not limited to:

a) Develop technical architectures, frameworks and strategies

b) Gather the policies and requirements that drive out a particular solution

c) Analyze and evaluate alternative technology solutions to meet business problems

d) Integrate all aspects of technology solutions

e) Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems

f) Define input/output sources, including detailed plan for technical design phase, and obtain approval of the system proposal

g) Identify and document system specific standards relating to programming, documentation and testing

h) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

i) Produce technical documentation as required by CBSA's SLMF (Service Life Cycle Management Framework) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.11 Tester**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Test the components of the application to ensure accuracy of captured requirements as well as quality of product
2. Verify accuracy and completeness of programs by preparing sample data, and testing them by means of system acceptance test runs
3. Create and update test plans, test cases and defect reports
4. Create and update instructions, results, traceability matrix and guides to document aspects of the application for later reference
5. Create and run automatic testing scripts and plans
6. Assist and knowledge transfer to junior team members and perform demonstrations
7. Provide status reports and impact analysis
8. Conduct testing in accordance with the test plan
9. Monitor test plans for all levels of testing
10. Perform walkthroughs and reviews
11. Prepare readiness assessment reports
12. Develop software testing procedures for unit test, integration testing and regression testing with emphasis on automating the testing procedures
13. Establish and operate "interoperability" testing procedures to ensure that the interaction and co-existence of various software elements, conform to appropriate standards (e.g. performance, compatibility, etc.) and have no unforeseen detrimental effects on the infrastructure
14. Establish validation and verification capability which assumes functional and performance compliance.

Specialties / Skills

Specialties could include but not limited to:

a) HP Quality Center management software
b) Selenium automated testing tool
c) JIRA
d) ITIL Certification

Deliverables

Deliverables could include but not limited to:

a) Produce test plans, test cases for manual testing as well as using an automated testing tool

b) Create and update technical documentation regarding all aspects and levels of testing

c) Produce impact analysis

d) Produce status reports and project plans

e) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

f) Produce and provide documentation in electronic format (presentations, procedures, instructions, FAQs, etc.)

g) Produce technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

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TBIPS Category: **A.14 Web Developer (Usability Expert)**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Research, analyze and design the user interface of the application
2. Design and document the various web pages of the application
3. Ensure the application meets the usability and reliability requirements
4. Create and prepare screen shots, product workflow maps, and plans for business solutions
5. Create/update various technical documents
6. Verify accuracy and completeness and ease of use of programs by preparing sample data, and testing them by means of system acceptance test runs made by operating personnel
7. Organize, lead, and participate in usability testing
8. Develop and implement usability tests, analyses result and modify design accordingly
9. Create test plans and test cases
10. Assist and knowledge transfer to junior team members and perform peer reviews and demonstrations
11. Provide status reports and impact analysis
12. Work and collaborate with development team to explain design documents and ensure feasibility based on technology being used to develop the application
13. Create and apply designs that maximize usability of existing objects
14. Create web pages including graphic design
15. Develop flowcharts (web site flow maps) depicting navigation and content
16. Develop line drawings or block diagrams illustrating the priority of information, links, navigation and space requirements
17. Develop content diagrams showing the interactive connection between pages
18. Utilization of Subversion (SVN)
19. Develop interactive prototypes showing basic form, flow and functionality used for both usability testing and presentations.

Specialties / Skills

Specialties could include but not limited to:

a) Balsamiq

b) HTML5

c) Web Experience Toolkit (WET)

d) Government of Canada Web standards

e) SVN (Subversion)

Deliverables

Deliverables could include but not limited to:

a) Produce/update design documents such as manuals/guides, technical documents and procedures, product workflows, etc. according to the SLMF and using SLMF templates.

b) Use Balsamiq software for UI (User Interface) design documents, prototypes and wireframes

c) Design web applications pages and electronic documents to enhance user experience and content understanding based on requirements

d) Produce impact analysis on deliverables and provide estimates

e) Collaborate with stakeholders to derive and document design specifications

f) Create usability test plans and cases and conduct usability testing

g) Provide status reports and project plans

h) Demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

i) Create and deliver demonstrations and peer reviews.

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TBIPS Category: **A.7 Programmer Analyst (CECP)**

Experience Level: **Level 3**

Tasks

Tasks and responsibilities could include but not limited to:

1. Create and modify application code
2. Create and modify screens
3. Create and modify regular and ad-hoc reports
4. Gather and analyze data for the development and modification of functional and system design specifications
5. Design methods and procedures for computer systems and/or sub-systems
6. Develop and test computer systems and/or sub-systems of larger systems as part of releases and emergency fixes
7. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
8. Develop requirements, feasibility, cost, system design, and specification documents for systems
9. Analyze and recommend alternatives and options for solutions
10. Develop technical specifications for systems development, design and implementation
11. Develop new or enhanced C++ programs or interfaces for High Availability Systems
12. Develop new or enhanced JAVA programs or interfaces for High Availability Systems
13. Work with Business Analysts on understanding business use cases
14. Work with the development and support teams on understanding business use cases
15. Assist in preparing or reviewing high-level design, system use case documents
16. Prepare and modify technical level design documents and detail level design documents
17. Prepare and conduct system walkthroughs with Development, Production Support and Business groups
18. Develop with C++ Version 6 application programming language
19. Develop object oriented applications using the Java development framework (including Spring Framework)
20. Analyze, develop or enhance EDI IT applications that use MQ series
21. Analyze, develop or enhance EDI IT applications using message standards ANSI ASC X12 EDI or UN/EDIFACT
22. Utilization of the DB2 database
23. Develop and deploy applications on IBM WebSphere Application Server on Microsoft Windows and IBM Mainframe OS/390 environment

24. Utilization of Subversion (SVN)
25. Analyze EDI for syntax errors
26. Coordinate fixes to system outages along with other support groups
27. Analyze upcoming infrastructure changes and assess the impact on the CECP systems
28. Transfer relevant knowledge to the project team and client staff on an ongoing basis.

Specialties / Skills

Specialties could include but not limited to:

a) C++
b) JAVA
c) MQ Series
d) ANSI
e) EDIFACT Technologies
f) JIRA
g) TCP/IP
h) EDI mapping: ANSI/EDIFACT standards
i) MS Windows 7 workstation software
j) MS Office Professional
k) DB2 Database
l) SVN (Subversion)
m) Spring Framework
n) Microsoft Windows
o) IBM Mainframe OS/390 Environment
p) WebSphere Studio Application Development
q) HTML
r) Unified Modeling Language (UML)
s) Rational Unified Process (RUP)

Deliverables

Deliverables could include but not limited to:

a) Program code in C++ and JAVA
b) Interface and user screens
c) Problem, status, performance, issue, outage reports

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d) Impact assessments

e) Functional specifications

f) System specifications

g) Procedure documents

h) Operational manuals

i) Lessons-learned documents

j) Meeting minutes

k) Develop application screens and reports

l) Create application forms, manual, programs, data files and procedures for systems and/or applications

m) Create technical level design documents and detail level design documents

n) Create System Use Cases

o) Provide Progress/Status reports

p) Prepare and conduct demonstrations, walkthroughs and coaching of other resources including knowledge transfer

q) Produce technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

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TBIPS Category: **A.7 Programmer/Analyst (Java)**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Create and modify application code
2. Create and modify screens and reports
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
4. Design methods and procedures for small computer systems, and sub-system of larger systems
5. Develop, test and implement small computer systems, and sub-systems of larger systems.
6. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
7. Design and document the database changes
8. Create and update various technical documents such as the System Requirements specifications, System Use Cases, etc. as per CBSA's Service Level Management Framework (SLMF)
9. Create test plans and test cases
10. Utilization of Subversion (SVN)
11. Assist and knowledge transfer to junior team members and perform peer reviews, code walkthroughs and demonstrations.

Specialties / Skills

Specialties could include but not limited to:

a) Java EE 6
b) HTML5
c) Java Persistence API (JPA)
d) XML
e) REST
f) SOAP
g) IBM WebSphere DB2

h) MS SQL Server
i) IBM RSA
j) JavaScript
k) Spring
l) Spring Integration
m) SVN (Subversion)

Deliverables

Deliverables could include but not limited to:

a) Produce operational systems including all electronic manuals, programs, data files and procedures

b) Provide impact analysis on all tasks

c) Prepare and conduct test plans and cases

d) Provide status reports and project plans

e) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

f) Produce and provide documentation in electronic format (presentations, procedures, instructions, FAQs, etc.)

g) Produce technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.7 Programmer/Analyst (MS Dynamics)**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Create and modify application code
2. Create and modify screens and reports
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
4. Design methods and procedures for small computer systems, and sub-system of larger systems
5. Develop, test and implement small computer systems, and sub-systems of larger systems
6. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
7. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems
8. Develop, configure and/or manage technical aspects of application software, user interfaces and third-party components
9. Conduct and manage unit, system tests and regression testing
10. Production monitoring, technical support, troubleshooting, and resolution for solution
11. Provide hands-on third-level support for MS Dynamics applications
12. Implement enhancements and upgrades to remain compatible with the evolving MS Dynamics platform
13. Conduct business process modeling, automation and integration with MS Dynamics and non-MS Dynamics applications
14. Develop SQL Server Reporting Services (SSRS) reports
15. Develop SQL server Integration Services (SSIS)
16. Utilization of Subversion (SVN)
17. Establish Security Model for the MS Dynamics applications.

Specialties / Skills

Specialties could include but not limited to:

a) Microsoft Dynamics 2013 or later
b) Microsoft SQL Server 2012 or later
c) ASP.NET

d) HTML
e) JavaScript
f) C#
g) SVN (Subversion)
h) Microsoft Dynamics concepts including:
    i. Configuration
    ii. Customization
    iii. Workflow
    iv. Integration
    v. SSIS
    vi. SSRS
    vii. Security Model

Deliverables

Deliverables could include but not limited to:

a) Implementing, configuring and customizing the Dynamics applications

b) Develop the MS Dynamics business processes in line with stakeholder requirements

c) Provide technical guidance and MS Dynamics Architecture

d) Perform gap analyses, provide solution guidance and prepare estimates of effort, duration and technical approach to achieve project goals based on review of business and functional requirements

e) Modeling, Configuration, development, troubleshooting and support activities of end-to-end business processes utilizing MS Dynamics

f) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

g) Produce technical documentation as required by CBSA's Service Life Cycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.7 Programmer/Analyst (Prod Support)**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Provide high availability production support
2. Interaction with business clients, in person, via phone and in writing
3. Producing daily and monthly reports on production support activities for Management which include but not limited to:
    - Outage Reports
    - Incident Report
    - Volumetrics
    - Ad-Hoc Reports
    - System requirements
4. 24/7 on-call activities (will include afterhours activities)
5. Analyze, develop or enhance EDI IT applications that use MQ series
6. Perform SQL queries on DB2 database
7. Analyze, develop or enhance EDI IT applications using message standards ANSI ASC X12 EDI or UN/EDIFACT
8. Use of SMART Ticket Process
9. Develop and deploy applications on IBM WebSphere Application Server on Microsoft Windows and IBM Mainframe OS/390 environment
10. Provide analysis of EDI for syntax errors in support of the production systems
11. Provide fixes to system outages in coordination with other support areas
12. Assist business clients in responding to external client requests regarding CECP systems & B2B operations
13. Provide analysis of upcoming infrastructure changes to assess the impact on the CECP & B2B systems
14. Gather and analyze data for the development and modification of functional and system design specifications
15. Design methods and procedures for computer systems and/or sub-systems
16. Develop, test and migrate computer systems and/or sub-systems of larger systems as part of releases and emergency fixes
17. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
18. Analyze and recommend alternatives and options for solutions
19. Develop technical specifications for systems development, design and implementation

20. Work with the development and support teams on understanding business use cases
21. Review and analyze high-level design and system use case documents
22. Review and analyze technical level design documents and detail level design documents
23. Review and analyze system walkthroughs with Development, Production Support and Business groups
24. Transfer knowledge to the project team and client staff on an ongoing basis
25. Perform Metric Analysis or Statistical Analysis based on Incident Management for a production support environment.

Specialties / Skills

Specialties could include but not limited to:

a) DB2
b) Microsoft Office Suite (Word, Excel, PowerPoint)
c) IBM WebSphere
d) IBM Mainframe OS/390 environment
e) EDI Message standards ANSI ASC X12 EDI or UN/EDIFACT
f) IBM MQSeries
g) C++
h) Java
i) SMART Ticket Process
j) JIRA
k) Microsoft Windows Server

Deliverables

Deliverables could include but not limited to:

a) Program code
b) Interface and user screens
c) Problem, status, performance, issue, outage reports
d) Impact assessments
e) Functional specifications
f) System specifications
g) Procedure documents
h) Operational manuals
i) Lessons-learned documents
j) Meeting minutes

k) Emergency fixes reports

l) Application screens and reports

m) Application forms, manual, programs, data files and procedures for systems and/or applications

n) Demonstrations, walkthroughs and coaching of other resources including knowledge transfer

o) Technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.7 Programmer/Analyst (UI)**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Create and modify application code
2. Create and modify screens and reports
3. Gather and analyze data for the conduct of studies to establish the technical and economic feasibility of proposed computer systems, and for the development of functional and system design specifications
4. Design methods and procedures for small computer systems, and sub-system of larger systems
5. Develop, test and implement small computer systems, and sub-systems of larger systems
6. Produce forms, manuals, programs, data files, and procedures for systems and/or applications
7. Design and document the database changes
8. Develop the components of the application using React & Redux libraries along with ECMAScript and HTML5 coding as per requirements
9. Create/update various technical documents such as the System Requirements specifications, System Use Cases, etc. as per CBSA's Service Level Management Framework
10. Create test plans and test cases
11. Utilization of Subversion (SVN)
12. Assist and knowledge transfer to junior team members and perform peer reviews, code walkthroughs and demonstrations.

Specialties / Skills

Specialties could include but not limited to:

a) React and Redux libraries
b) HTML5
c) ECMAScript 5.1 or later
d) Java EE 6
e) XML

f) JavaScript

g) SVN (Subversion)

Deliverables

Deliverables could include but not limited to:

a) Produce operational systems including all electronic manuals, programs, data files and procedures

b) Provide impact analysis on all tasks

c) Prepare and conduct test plans and cases

d) Provide status reports and project plans

e) Prepare and conduct demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

f) Produce and provide documentation in electronic format (presentations, procedures, instructions, FAQs, etc.)

g) Produce technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **A.8 System Analyst**

Experience Level: **Level 3**

Tasks

Tasks could include but not limited to:

1. Interact with business clients and translate business requirements into technical specifications for systems development, design and implementation
2. Develop requirements, feasibility, cost, design, and specification documents
3. Identify and document systems requirements
4. Implement systems to support projects, departments, organizations or businesses
5. Analyze and recommend alternatives and options for solutions
6. Define and document interfaces of manual to automated operations within application sub-systems, to external systems and between new and existing systems
7. Develop, configure and/or manage technical aspects of application software, user interfaces and third-party components
8. Conduct and manage unit, system tests and regression tests
9. Production monitoring, technical support, troubleshooting, and resolution for solution
10. Provide hands-on third-level support for applications
11. Implement enhancements and upgrades to remain compatible with the evolving software and/or platform
12. Stay abreast of new technologies
13. Make recommendations on improving business process and practices
14. Assist with creating User's Guide and training material
15. Conduct business process modeling, automation and integration with other applications.

Specialties / Skills

Specialties could include but not limited to:

a) HTML
b) Java
c) JavaScript

d) SQL Server 2012 or later
e) PL/SQL
f) XML
g) JSP
h) CSS
i) Project Management
j) Software development process/life cycle
k) ITIL
l) Confluence
m) GCDocs
n) MS Office Suite (Word, Excel, PowerPoint)
o) JIRA
p) MS Visio

Deliverables

Deliverables could include but not limited to:

a) Implementing, configuring and customizing the various applications

b) Develop business processes in line with stakeholder requirements

c) Technical guidance and solutions architecture

d) Perform gap analyses, provide solution guidance and prepare estimates of effort, duration and technical approach to achieve project goals based on review of business and functional requirements

e) Modeling, configuration, development, troubleshooting and support activities of end-to-end business processes

f) Demonstrations, walkthroughs and coaching of project team resources including knowledge transfer

g) Technical documentation as required by CBSA's Service Lifecycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

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TBIPS Category: **B.14 Technical Writer**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Create and update various business and technical documents such as Standard Operating Procedures (SOPs), user guides, Technical Design Documents, manuals, web page content, technical presentations, etc.
2. Gather information from business and technical resources on processes and to translate them into defined and structured procedures
3. Produce instructions, and assemble specifications, flow charts, diagrams, layouts, operating instructions and illustrations to document applications for later modification or reference
4. Assist and knowledge transfer to junior team members and perform reviews of existing documentation
5. Establish documentation standards
6. Review existing project documentation for accuracy and completeness
7. Coordinate the preparation and revision of project and system documentation
8. Design the layout of the documents and manuals
9. Provide status reports and impact analysis.

Specialties / Skills

Specialties could include but not limited to:

a) Microsoft Office Suite (Word, Excel, PowerPoint)
b) Microsoft Visio
c) ITIL Foundation certification
d) Specialized certification or diploma in Technical Writing
e) Must be fluent in both official languages of Canada (French and English)
f) HTML
g) Confluence
h) GCDocs

Deliverables

Deliverables could include but not limited to:

a) Produce business as well as technical documentation including:
    - presentations

  - procedures
  - FAQs
  - training manuals
  - user's guide
  - technical design document
  - installation instructions

b) Produce impact analysis

c) Produce status reports and project plans

d) Prepare and conduct demonstrations and document reviews

e) Gather information on processes and translate them into defined and structured procedures

f) Use word-processing, desktop publishing and graphics software packages

g) Produce technical documentation as required by CBSA's Service Life Cycle Management Framework (SLMF) to develop and implement solutions, including Application Design Specifications (ADS).

TBIPS Category: **I.7 Platform Analyst (B2B)**
Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Meet with CBSA Business clients and technical stakeholders to analyze and document detailed B2B requirements
2. Analyze and document in detail interfaces, existing or legacy system processes, components, and supporting systems within the CBSA to determine their functions within the B2B capability
3. Design data structures and files, sub-systems and modules, programs, batch, on line message processing, and production monitoring procedures, testing strategy and systems
4. Develop and maintain XML artefacts such as XML Schemas and XSLT Transformation
5. Develop Custom Service Adapters for Sterling Business Integrator (SBI) product using the MESA tool
6. Develop Web Services using technologies such as Jersey and Spring Framework development applications
7. Develop Business Processes by integrating with Simple Object Access Protocol (SOAP) or RESTFUL API
8. Develop and implement B2B processes using Graphical Process Modeler (GPM) and Business Process Modeling Language (BPML)
9. Conduct performance analysis, troubleshooting, and tuning of the IBM SBI COTS product and Data Maps
10. Manage Electronic Data Interchange (EDI) processing and exchange of routine business data between trading partners in standard data formats
11. Perform displaying of data flows and simplifying data flow processes
12. Develop and implement:
    - adaptor service configurations
    - data transformation
    - data content parsing and extraction
    - data routing
13. Perform IBM SBI COTS product customization to meet CBSA requirements for facilitating, capturing and sharing of information exchanged with Participating Government Agencies (PGAs), Other Government Departments and Trading Partners
14. Use supported industry standards, prebuilt processes and services (for example: EDI, EDIINT, etc.) to implement data mapping and map conversion
15. Create Data Map Source and Destination Schemas

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16. Design, develop, administer Inbound and Outbound Data Maps and view Maps results using IBM Sterling Business Integrator (SBI) or equivalent technology
17. Test Web Service Gateway application by using service-oriented architecture SOAPUI tool
18. Develop System Use Case documents
19. Develop Test Plan, Test data, and Test result documents
20. Translate corporate strategy and business requirements into an application environment
21. Produce best practices and standards for business process development and mapping
22. Provide status and tracking of business transactions with trading partners
23. Create briefing notes intended for senior management on issues related to technical requirements and challenges on large scale IT projects.

Specialties / Skills

Specialties could include but not limited to:

a) IBM Sterling Business Integrator COTS product:
   - Graphical Business Process Modeller (GPM)
   - GPM Services and Adapters
   - Business Process Modelling Language (BPML)
   - Visual Data Mapper
   - Business Process Development
   - Custom Service Adapters (MESA API)

b) Extensible Markup Language (XML):
   - XML Schema Definition (XSD)
   - Document Type Definition (DTD)
   - XPATH
   - XSLT
   - Xquery

c) Java
   - IBM Rational Software Architect
   - Eclipse 3.x and 4.x IDE
   - J2EE (WebSphere)
   - JMS (WebSphereMQ)
   - WebSphere Application Server (WAS)
   - JDBC and Hibernate
   - Spring Framework
   - ANT, Apache Maven, SVN, git
   - IBM Integration BUS
     - Service Bus Components
   - IBM DataPower
     - Multi-protocol Adapters
     - IBM Transformation Extender

d) Communication Protocols:

  - File Transfer Protocol (FTP)
  - Hypertext Transfer Protocol (HTTP)
  - Simple Mail Transfer Protocol (SMTP)
  - Managed File Transfer including PWGSC's MSFT solution

e) Service Oriented Architecture (SOA):
  - Simple Object Access Protocol (SOAP)
  - Web Service, Representational State Transfer (REST)
  - WS-Security
  - SSL, TLS

f) Electronic Data Interchange (EDI):
  - ANSI X.12
  - EDIFACT
  - IATA Standards
  - World Customs Organization (WCO) Data Model
  - Financial, Transportation data models

g) Interoperability & Integration:
  - Web Services standards – SOAP and REST
  - Web Services Definition Language (WSDL)
  - Business Rules Management Solution
  - Enterprise Service Bus
  - Encryption/Decryption
  - CA-Idm/SM
  - Request/Response
  - Fire and Forget

Deliverables

Deliverables could include but not limited to:

a) Provide Impact Analysis documents

b) Provide System Requirements Specification (SRS) documents (Word format)

c) Provide Architecture and Design Specification (ADS) documents (Word format)

d) Provide System Use Case (SUC) documents (Word format)

e) Develop Business Processes (REST, EDI, XML, JAVA coding language), Web Service capability (XML and Java coding), Appliance Configuration Modules (IBM DataPower and GatewayScript)

f) Provide test plan, test data, and test result documents (Word and Excel format)

g) Provide weekly status updates in writing supported by meetings / presentations to update the technical authority on progress or delays

h) Prepare and conduct demonstrations, walkthroughs and coaching of other resources including knowledge transfer

i) Provide lessons learned narrative.

TBIPS Category: **I.7 Platform Analyst (Data Power)**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Meet with CBSA Business clients and technical stakeholders to analyze and document detailed B2B requirements
2. Analyze and document in detail interfaces, existing or legacy system processes, components, and supporting systems within the CBSA to determine their functions within the B2B capability
3. Design data structures and files, sub-systems and modules, programs, batch, on line message processing, and production monitoring procedures, testing strategy and systems
4. Develop and maintain XML artefacts such as XML Schemas and XSLT Transformation
5. Develop Custom Modules for IBM DataPower product using GatewayScript
6. Develop Web Services using technologies such as Jersey and Spring Framework development applications
7. Develop Business Processes by integrating with Simple Object Access Protocol (SOAP) or RESTFUL API
8. Conduct performance analysis, troubleshooting, and tuning of the IBM DataPower product and IBM Transformation Extender Maps
9. Manage Electronic Data Interchange (EDI) processing and exchange of routine business data between trading partners in standard data formats
10. Perform displaying of data flows and simplifying data flow processes
11. Develop and implement
    - adaptor service configurations
    - data transformation
    - data content parsing and extraction
    - data routing

12. Perform IBM DataPower product customization/configuration to meet CBSA requirements for facilitating, capturing and sharing of information exchanged with Partner Government Agencies, Other Government Departments and Trading Partners
13. Use supported industry standards, prebuilt processes and services (for example: EDI, EDIINT, etc.) to implement data mapping and map conversion
14. Create Data Map Source and Destination Schemas and Data format definitions
15. Design, develop, administer Inbound and Outbound Data Transformations and view Maps results using IBM DataPower, IBM Transformation Extender or equivalent technology
16. Test Web Service Gateway applications by using service-oriented architecture SOAPUI tool
17. Develop System Use Case documents

18. Develop Test Plan, Test data, and Test result documents
19. Translate corporate strategy and business requirements into an application environment
20. Produce best practices and standards for business process development and mapping
21. Provide status and tracking of business transactions with trading partners
22. Create briefing notes intended for senior management on issues related to technical requirements and challenges on large scale IT projects.

Specialties / Skills

Specialties could include but not limited to:

a) Extensible Markup Language (XML)
- XML Schema Definition (XSD)
- Document Type Definition (DTD)
- XPATH
- XSLT
- Xquery

b) Java
- IBM Rational Software Architect:
- Eclipse 3.x and 4.x IDE
- J2EE (WebSphere)
- JMS (WebsphereMQ)
- WebSphere Application Server (WAS)
- JDBC and Hibernate
- Spring Framework
- ANT, Apache Maven, SVN, git
- IBM DataPower
  - Multi-protocol Adapters
  - IBM Transformation Extender

c) Communication Protocols
- File Transfer Protocol (FTP)
- Hypertext Transfer Protocol (HTTP)
- Simple Mail Transfer Protocol (SMTP)
- Managed File Transfer including PWGSC's MSFT solution

d) Service Oriented Architecture (SOA)
- Simple Object Access Protocol (SOAP)
- Web Service, Representational State Transfer (REST)
- WS-Security
- SSL, TLS

e) Electronic Data Interchange (EDI)
- ANSI X.12
- EDIFACT
- IATA Standards
- World Customs Organization (WCO) Data Model
- Financial, Transportation data models

f) Interoperability & Integration
- Web Services standards – SOAP and REST
- Web Services Definition Language (WSDL)
- Business Rules Management Solution
- Enterprise Service Bus
- Encryption/Decryption
- CA-Idm/SM
- Request/Response

Deliverables

Deliverables could include but not limited to:

a) Provide Impact Analysis documents

b) Provide System Requirements Specification (SRS) documents (Word format)

c) Provide Architecture and Design Specification (ADS) documents (Word format)

d) Provide System Use Case (SUC) documents (Word format)

e) Develop Business Processes (REST, EDI, XML, JAVA coding language), Web Service capability (XML and Java coding), Appliance Configuration Modules (IBM DataPower and GatewayScript)

f) Provide test plan, test data, and test result documents (Word and Excel format)

g) Provide weekly status updates in writing supported by meetings / presentations to update the technical authority on progress or delays

h) Prepare and conduct demonstrations, walkthroughs and coaching of other resources including knowledge transfer

i) Provide lessons learned narrative.

TBIPS Category: **P.9 Project Manager**

Experience Level: **Level 2**

Tasks

Tasks could include but not limited to:

1. Assist project management personnel, team leads, technical subject matter experts, end users in project coordination and managing tasks spanning across the CBSA and other government agencies/departments
2. Create, maintain, review and update relevant project documentation and artifacts
3. Maintain documentation on departmental Electronic Document and Records Management Solution (EDRMS)
4. Track and monitor project change requests
5. Provide regular input to periodically update release schedules, project timelines, financial forecasts and other estimates related to a subset of the overall project deliverables
6. Use various desktop tools and office automation software products
7. Communicate orally and in writing with project personnel, technical subject matter experts, team leads and end users on various matters related to projects and various undertakings
8. In collaboration with Project/Team Leads, Portfolio Service Management, document project objectives, budgetary requirements, timeline, roles and responsibilities of team members, deliverables, constraints, etc.
9. Assist and support Team/Project Leader in coordinating projects activities during the development and implementation phases
10. Assist and support Team/Project Leader in managing releases and upgrades to existing applications
11. Ensure project deliverables, those that are relevant to Common and Corporate Systems, are on time, within budget and meet expectations
12. Notify management when issues arise and consult team for corrective actions
13. Identify and monitor risks and constraints
14. Review, monitor and comment on project activities, deliverables and timelines
15. Identify and report to Team/Project Leader any issues and risks
16. Provide regular status reports
17. Participate in reviews and walkthroughs with project team members
18. Organize, lead and facilitate meetings, including the creation of agendas, preparation of material and maintain record of decisions
19. Prepare presentations using MS PowerPoint

20. Prepare schedules using MS Project.

Specialties / Skills

Specialties could include but not limited to:

a) Project Management Professional (PMP) certification or PRINCE2 Practitioner certification
b) PMBOK standards and guidelines
c) Microsoft Project
d) ITIL (Information Technology Infrastructure Library) or ITSM (Information Technology Service Management) certification
e) Microsoft Office Suite (Word, Excel, PowerPoint)
f) Microsoft Visio
g) Adobe Acrobat
h) Project management methodologies
i) Risk management practices
j) Strong written and verbal communication skills.

Deliverables

Deliverables could include but not limited to:

a) Project Overview
b) Impact Statement
c) Constraints and Assumptions
d) Financial Summary
e) Project Approach
f) Project Organization
g) Work Breakdown Structure (WBS)
h) Preliminary Estimates
i) Project Schedule
j) Coordinate the review and provide feedback on Test Plans, Scripts and Use Case
k) Coordinate the review and provide feedback on Architecture Variance
l) Coordinate the review and provide feedback on Business Context Models such as Business Use Case (BUC) models
m) Coordinate the review and provide feedback on Preliminary Options Analysis (POA)
n) Coordinate the review and provide feedback on Conceptual System Design (CSD)
o) Coordinate the review and provide feedback on Technical Design Document (TDD)

p) Coordinate the review and provide feedback on Development Strategy

q) Review documentation according to CBSA's set of best practices, standards and methodologies

r) Prepare Progress and Status Reports including presentations

s) Risk and Issue tracking.

APPENDIX A TO ANNEX A

TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations". Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form, as well as its corresponding proposed resource(s). The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours (or any longer time period specified in the draft TA) turnaround time to submit a quotation.

2. With each quotation the Contractor must propose the required number of resources and for each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:

   (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).

   (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.

   (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.

   (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.

   (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

   (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be

considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail. Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.

4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.

5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.

6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

APPENDIX B TO ANNEX A
TASK AUTHORIZATION FORM

(*Provided under separate cover*)

APPENDIX C TO ANNEX A

RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

1.0 Mandatory Resource Assessment Criteria:

1.1 A.1 Application/Software Architect - Level 3

Name of Resource: ______________________________

#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.1.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience working as an Application/Software Architect performing at least 15 of the 21 tasks listed in the Statement of Work.		
M.1.1.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience with the design, development, testing, and deployment of large-scale* web-based and distributed applications. *Large scale is defined as: • Scope spans multiple programs and services • User base of 500 users or more		
M.1.1.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience analyzing, designing, integrating and documenting technical architectures, frameworks, strategies and interfaces for enterprise-wide applications.* *An enterprise-wide application is a system that operates in a corporate environment such as a business or government, designed to satisfy the		

Name of Resource: ______________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	needs of a large organization of 1,000 employees or more rather than individual users.		
M.1.1.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience designing Web APIs or Web Services including JavaScript and CSS.		
M.1.1.5	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience in: • exploring and evaluating new technologies • researching industry trends • maintaining current and evolving solutions • leading technical discussions aimed at promoting and adopting technological directions, frameworks, strategies, and development practices and techniques • establishing a long-term vision of web-based applications and the path to get there (roadmap).		

1.2 A.11 Tester - Level 2

Name of Resource: ______________			
#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.2.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as Web Application Software Tester in an IM/IT technical environment performing at least 10 of the 14 tasks listed in the Statement of Work.		
M.1.2.2	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the past 5 years, in the creation of test deliverables, test cases, anticipated results and test plans.		
M.1.2.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience in establishing testing procedures and the use of automated testing tools for: • unit testing • integration testing • regression testing		
M.1.2.4	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience developing automated unit and integration tests for: • Java built web applications • HTML web applications • Web services (SOAP, REST, WEB API)		
M.1.2.5	The Contractor must demonstrate that the proposed resource has experience within the last 10 years working on large scale IT projects* *Large scale IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more		

1.3 A.14 Web Developer (Usability Expert) - Level 3

Name of Resource: ________________________

#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.3.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience working as a Web Developer (Usability Expert) performing at least 13 of the 19 tasks listed in the Statement of Work.		
M.1.3.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 8 years, designing web application interfaces for an IM/IT project with 500 users or more.		
M.1.3.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 8 years, developing usability tests, organizing, leading and participating in usability testing, documenting, analyzing results and modifying design accordingly.		
M.1.3.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 8 years, documenting workflow maps and user interfaces.		
M.1.3.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, designing web application interfaces that meet and are in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability*. *A common definition of the WCAG 2.0 standards and guidelines is available at the following sites: https://en.wikipedia.org/wiki/Web_Content_Accessibility_Guidelines https://en.wikipedia.org/wiki/Web_accessibility#Guidelines_on_accessible_web_design		

1.4 A.7 Programmer/Analyst (CECP) - Level 3

Name of Resource: ______________________			
#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.4.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience, within the last 15 years, working as a Programmer/Analyst performing at least 19 of the 28 tasks listed in the Statement of Work.		
M.1.4.2	The Contractor must demonstrate that the proposed resource has a minimum of 7 years of experience, within the last 15 years, in programming using Java.		
M.1.4.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience in designing and building applications using IBM WebSphere Application Server running on Mainframe z/OS or OS/390.		

1.5 A.7 Programmer/Analyst (Java) - Level 3

Name of Resource: ____________________			
#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.5.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience working as a Java Programmer/Analyst performing at least 8 of the 11 tasks listed in the Statement of Work.		
M.1.5.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, designing, developing and implementing RESTful Java Web Services.		
M.1.5.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the past 5 years, developing applications using Java EE 6 or later.		
M.1.5.4	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, developing applications using Java Persistence API.		
M.1.5.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the last 5 years, creating and normalizing relational databases.		
M.1.5.6	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the last 5 years, in developing code that meets and is in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability*. *A common definition of the WCAG 2.0 standards and guidelines is available at the following sites: https://en.wikipedia.org/wiki/Web_Content_Accessibility_Guidelines https://en.wikipedia.org/wiki/Web_accessibility#Guidelines_on_accessible_web_design		

1.6 A.7 Programmer/Analyst (MS Dynamics) - Level 3

Name of Resource: ____________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	Insert Page # of Resume
M.1.6.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, working as an MS Dynamics Programmer/Analyst performing at least 12 of the 17 tasks listed in the Statement of Work.		
M.1.6.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, designing, developing and integrating MS Dynamics applications with other enterprise technologies or applications.		
M.1.6.3	The Contractor must demonstrate that the proposed resource has a Microsoft Dynamics certification 2013 or higher. Note: a copy of the certification must be provided at bid closing.		
M.1.6.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, with the analysis, design and development of web-based applications using C# and JavaScript.		
M.1.6.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the last 5 years, conducting the following: • software analysis • code analysis • requirements analysis • performance analysis • software reviews • system risk analysis • software reliability analysis		

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1.7 A.7 Programmer/Analyst (Prod Support) - Level 2

Name of Resource: ______________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.7.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Programmer Analyst performing at least 17 of the 25 tasks listed in the Statement of Work.		
M.1.7.2	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience within the last 5 years, maintaining and supporting C++ and Java based applications running in a production environment.		
M.1.7.3	The Contractor must demonstrate that the proposed resource has minimum of 2 years of experience, within the last 5 years, maintaining, supporting and administering the day-to-day operations of high availability* applications. *A high availability application is defined as a system which is expected to operate reliably for 24 hours per day, 365 days per year. With the exception of planned outages, the minimum acceptable availability ratio is 95% per year, whereas 99% is desirable.		
M.1.7.4	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience providing production support on an EDI IT application that uses: • IBM MQSeries • EDI using message standards ANSI ASC X12 EDI or UN/EDIFACT		
M.1.7.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience utilizing a DB2 database.		

M.1.7.6	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience deploying applications on IBM's WebSphere Application Server running Microsoft Windows and IBM Mainframe OS/390 environment.		

1.8 A.7 Programmer/Analyst (UI) - Level 3

Name of Resource: ________________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.8.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience working as a JavaScript or ECMAScript Programmer/Analyst performing at least 8 of the 12 tasks listed in the Statement of Work.		
M.1.8.2	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the past 5 years, designing, developing and implementing applications based on the ECMAScript 5.1 or later scripting-language.		
M.1.8.3	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, designing, developing and implementing applications based on the HTML5 markup language.		
M.1.8.4	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience developing applications using React and a minimum of 6 months of experience using Redux JavaScript libraries.		
M.1.8.5	The Contractor must demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, in developing code that meets and is in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability*. *A common definition of the WCAG 2.0 standards and guidelines is available at the following sites:https://en.wikipedia.org/wiki/Web_Content_Accessibility_Guidelines https://en.wikipedia.org/wiki/Web_accessibility#Guidelines_on_accessible_web_design		

1.9 A.8 System Analyst - Level 3

Name of Resource: _______________________________			
#	**Mandatory Technical Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.9.1	The Contractor must demonstrate that the proposed resource has a minimum of 10 years of experience, within the last 15 years, working as a System Analyst performing at least 10 of the 15 tasks listed in the Statement of Work.		
M.1.9.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, in evaluating business requirements and preparing detailed system specifications for the development of web-based applications serving 250 users or more.		
M.1.9.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, undertaking and leading option analysis exercise including: • researching viable solutions • assessing and evaluating possible alternatives • determining which option appears to be most effective at providing the best solution • presenting the results of the option analysis and the recommendation to management • preparing cost benefit analysis		
M.1.9.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, undertaking, leading and documenting User Stories and/or System Use Cases to describe the interaction between the software and users.		
M.1.9.5	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of project experience in using a recognized system development lifecycle methodology (SDLC) such as Waterfall, Agile, Iterative, Incremental, Lean, Spiral, etc.		

Name of Resource: ______________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	Insert Page # of Resume
M.1.9.6	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience designing interfaces and end-to-end business processes for integrated applications using enterprise technology and/or commercial off-she-shelf software products.		

1.10 B.14 Technical Writer - Level 2

Name of Resource: ____________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	Insert Page # of Resume
M.1.10.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, working as a Technical Writer in an IM/IT environment performing at least 6 of the 9 tasks listed in the Statement of Work.		
M.1.10.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, in the development and maintenance of instructional documentation such as User's Guide, step-by-step installation instructions, training manuals and Standard Operating Procedures (SOPs).		
M.1.10.3	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the past 10 years, working with technical resources to document the processes and procedures of IT applications and systems.		
M.1.10.4	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, using Microsoft office products including: • Word • PowerPoint • Excel • MS Visio		

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1.11 I.7 Platform Analyst (B2B) - Level 2

Name of Resource: ___________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated experience (Contractor to insert data)	**Insert page # of resume**
M.1.11.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Platform Analyst performing at least 16 of the 23 tasks listed in the Statement of Work.		
M.1.11.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience designing, developing and implementing Business to Business (B2B) solutions* within the last 10 years. *A B2B solution is defined as facilitating the capture and sharing of electronic information exchanged between one business and another.		
M.1.11.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience developing B2B solutions using each of the following: • XML (Extensible Markup Language) • Java (J2EE) • Web Services (REST or SOAP)		
M.1.11.4	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience with each of the following: • MQ messaging • DB2 • Data Modeling		

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1.12 I.7 Platform Analyst (Data Power) - Level 2

Name of Resource: ______________________________

#	Mandatory Technical Criteria	Contractor's Response	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.12.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Platform Analyst performing at least 15 of the 22 tasks listed in the Statement of Work.		
M.1.12.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, designing, developing and implementing Business to Business (B2B) solutions*. *A B2B solution is defined as to facilitate the capture and sharing of electronic information exchanged between one business and another.		
M.1.12.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience in developing B2B solutions using each of the following: • XML (Extensible Markup Language) • Java (J2EE) • Web Services (REST or SOAP) • IBM DataPower (GatewayScript)		
M.1.12.4	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, with each of the following: • MQ messaging • JMS messaging • DB2 • Data Modeling		

1.13 P.9 Project Manager (BPA & B2B) - Level 2

Name of Resource:			
#	**Mandatory Technical (MT) Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
M.1.13.1	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, working as a Project Manager performing at least 13 of the 20 tasks listed in the Statement of Work.		
M.1.13.2	The Contractor must demonstrate that the proposed resource has a minimum of 5 years of experience, within the last 10 years, in managing IT projects* and providing IT project management support including performing the following functions: • Conduct and organize project start-up activities • Participate in options and cost benefit analysis • Determine and identify tasks and deliverables • Develop and maintain project schedules • Prepare budgetary estimates • Oversee and coordinate project activities • Monitor and track project activities and deliverables • Prepare progress reports including identifying risks and issues • Organize and facilitate meetings, walkthroughs, presentations, training sessions to different type of audience, for example, technical, non-technical and senior management • Develop, review and maintain project documentation including periodic status/progress reports. *IT project is defined as:		

Name of Resource:			
#	**Mandatory Technical (MT) Criteria**	**Contractor's Response**	
		Demonstrated Experience (Contractor to Insert Data)	**Insert Page # of Resume**
	• Scope spans multiple programs and services • User base of 500 users or more		
M.1.13.3	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 5 years, using a change management process to track, coordinate and implement system enhancements.		
M.1.13.4	The Contractor must demonstrate that the proposed resource has experience managing multiple IT projects with similar timelines and competing priorities and working collaboratively with other project management personnel from other areas of the organization.		
M.1.13.5	The Contractor must demonstrate that the proposed resource has a minimum of 3 years of experience, within the last 5 years, developing and providing presentations to project personnel including senior management and end-users.		

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2.0 Point Rated Resource Assessment Criteria:

2.1 A.1 Application/Software Architect – Level 3

Name of Resource: ________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.1.1	The Contractor should demonstrate that the proposed resource has over and above the minimum 10 years of experience required in M.1.1.1 working as an Application/Software Architect.	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.1.2	The Contractor should demonstrate that the proposed resource has experience as an Application/Software Architect working on at least three (3) large scale IT projects*. *Large scale IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more	1 project = 2 points 2 projects = 4 points 3 projects = 6 points	6	
R.2.1.3	The Contractor should demonstrate that the proposed resource has over and above the minimum of 5 years of experience required in M.1.1.3 analyzing, designing, integrating and documenting technical architectures, frameworks, strategies and interfaces for enterprise-wide solutions/systems.	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.1.4	The Contractor should demonstrate that the proposed resource has experience preparing and presenting technical material to senior	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	

Name of Resource: ________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	management.			
R.2.1.5	The Contractor should demonstrate that the proposed resource has experience in facilitating group discussions with technical team members and client representatives on application design considerations.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.1.6	The Contractor should demonstrate that the proposed resource has experience preparing and designing architectural artifacts using tools such as Rational Rose, Magic Draw, TogetherJ, Balsamiq, Visio or Enterprise Architect.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.1.7	The Contractor should demonstrate that the proposed resource has experience working on IT related projects using the Rational Unified Process (RUP) for the design of enterprise-wide applications. *An enterprise-wide application is a system that operates in a corporate environment such as a business or government, designed to satisfy the needs of a large organization of 1,000 employees or more rather than individual users.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
		Total Available points:	42	
		Minimum Total Overall Points Required to be declared responsive:	25	
		Total achieved:		

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2.2 A.11 Tester – Level 2

Name of Resource: ______________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.2.1	The Contractor should demonstrate that the proposed resource has over and above the minimum 5 years of experience required in M.1.2.1 working as Web Application Software Tester in an IM/IT technical environment.	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.2.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 3 years required in M.1.2.2 in creating test deliverables, test cases, anticipated results and test plans.	3+ to 5 years = 2 points 5+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.2.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 3 years required in M.1.2.3 using automated testing tools.	3+ to 5 years = 2 points 5+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.2.4	The Contractor should demonstrate that the proposed resource has experience working with: • HP Quality Center • Selenium automated testing tool	5 points for each test automated tool/product	10	
		Total Available points:	28	
		Minimum Total Overall Points Required to be declared responsive:	16	
		Total achieved:		

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2.3 A.14 Web Developer (Usability Expert) – Level 3

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.3.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 10 years required in M.1.3.1 as a Web Developer (Usability Expert).	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.3.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.3.2 designing web application interfaces for an IM/IT project with 500 users or more.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.3.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.3.3 developing usability tests, organizing, leading and participating in usability testing, documenting, analyzing results and modifying design accordingly.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.3.4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.3.4 documenting workflow maps and user interfaces.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	

R.2.3.5	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.3.5 designing web application interfaces that meet and are in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.3.6	The Contractor should demonstrate that the proposed resource has a minimum of 2 years of experience, within the past 5 years, developing applications using React libraries.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
		Total Available points:	36	
		Minimum Total Overall Points Required to be declared responsive:	22	
		Total achieved:		

2.4 A.7 Programmer/Analyst (CECP) – Level 3

Name of Resource: ______________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.4.1	The Contractor should demonstrate that the proposed resource has over and above the minimum 7 years of experience required in M.1.4.2 working as a Programmer/Analyst.	7+ to 10 years = 2 points 10+ to 13 years = 4 points 13+ years = 6 points	6	
R.2.4.2	The Contractor should demonstrate that the proposed resource has over and above the minimum 5 years of experience required in M.1.4.3 designing and building applications using IBM WebSphere Application Server running on Mainframe z/OS or OS/390.	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.4.3	The Contractor should demonstrate that the proposed resource has experience in designing, developing and implementing Object-Oriented systems and Object Oriented (OO) n-tier applications using OO tools such as Unified Modeling Language (UML) and Rational Unified Process (RUP).	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.4.4	The Contractor should demonstrate that the proposed resource has experience in using and supporting web frameworks in Java.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	

R.2.4.5	The Contractor should demonstrate that the proposed resource has experience designing and developing applets using HyperText Markup Language (HTML), Servlets and JavaServer Pages / JavaServer Faces (JSP/JSF).	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.4.6	The Contractor should demonstrate that the proposed resource has experience designing, building and supporting Java 2 Platform, Enterprise Edition (J2EE) applications. Technologies used must include **ALL** of the following: • JavaServer Pages (JSP) • Servlets • Enterprise Java Beans (EJB) • Extensible Markup Language (XML) • Web services	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
Total Available points:			36	
Minimum Total Overall Points Required to be declared responsive:			22	
Total achieved:				

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2.5 A.7 Programmer/Analyst (Java) – Level 3

Name of Resource: ____________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.5.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 10 years of experience required in M.1.5.1 as a Java Programmer/Analyst.	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.5.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M1.5.2 designing, developing and implementing RESTful Java Web Services.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.5.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 3 years required in M.1.5.3 developing applications using Java EE 6 or later.	3+ to 4 years = 2 point 4+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.5.4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.5.4 developing applications using Java Persistence API.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
R.2.5.5	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.5.5 creating and normalizing relational databases.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	

Name of Resource: ____________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.5.6	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.5.6, in developing code that meets and is in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
R.2.5.7	The Contractor should demonstrate that the proposed resource has experience in testing, designing, and developing automated tests using Java (JUnit).	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
		Total Available points:	42	
		Minimum Total Overall Points Required to be declared responsive:	25	
		Total achieved:		

2.6 A.7 Programmer/Analyst (MS Dynamics) – Level 3

Name of Resource: ______________________________				
#	**Rated Technical Criteria**	**Scoring Methodology**	**Points Max**	**Cross Reference to proposal (Page #)**
R.2.6.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.6.1 working as an MS Dynamics Programmer/Analyst.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
R.2.6.2	The Contractor should demonstrate that the proposed resource has worked as an MS Dynamics Programmer/Analyst on two (2) projects serving a user base of more than 250 users. Note: individual points will be awarded for each of the two (2) projects	Project #1 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points Project #2 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points	12	
R.2.6.3	The Contractor should demonstrate that the proposed resource has obtained MS Dynamics 2015 certification. Note: a copy of the certification should be provided.	MS Dynamics 2015 certification = 3 points	3	

R.2.6.4	The Contractor should demonstrate that the proposed resource has at least 5 years of programming experience with the following languages: • C# • JavaScript • SQL	2 points per language up to a maximum of 6 points	6	
R.2.6.5	The Contractor should demonstrate that the proposed resource has experience conducting and executing regression and user acceptance tests.	1+ to 2 years = 2 points 2+ to 3 years = 4 points 3+ years = 6 points	6	
		Total Available points:	33	
		Minimum Total Overall Points Required to be declared responsive:	20	
		Total achieved:		

2.7 A.7 Programmer/Analyst (Prod Support) – Level 2

Name of Resource: ___________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.7.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.7.3 maintaining, supporting and administering the day-to-day operations of high availability* applications.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.7.2	The Contractor should demonstrate that the proposed resource has experience in C++ version 6.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
R.2.7.3	The Contractor should demonstrate that the proposed resource has a minimum of 2 years of experience in liaising and communicating both verbally and in writing with clients and other technical resources in the context of providing operational support as outlined below: • addressing system malfunctions • providing status and progress reports • obtaining clarification and additional details on the behavior of the system • communicating unplanned and scheduled outages • installation of fixes and patches • handling ad-hoc requests	2+ to 4 years = 4 points 4+ to 6 years = 8 points 6+ years = 12 points	12	

Name of Resource: ____________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	• coaching/training • knowledge transfer • producing technical documents such as release notes, FAQs, installation instructions.			
R.2.7.4	The Contractor should demonstrate that the proposed resource has experience utilizing SMART Ticket Process in a production support role.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.7.5	The Contractor should demonstrate that the proposed resource has experience performing metric analysis or statistical analysis based on incident management in a production support environment.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
Total Available points:			36	
Minimum Total Overall Points Required to be declared responsive:			22	
Total achieved:				

2.8 A.7 Programmer/Analyst (UI) – Level 3

Name of Resource: ______________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.8.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 10 years required in M.1.8.1 as a JavaScript or ECMAScript Programmer/Analyst.	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.8.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 3 years required in M.1.8.2 designing, developing and implementing applications based on the ECMAScript 5.1 or later scripting-language.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.8.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.8.3 designing, developing and implementing applications based on the HTML5 markup language.	2+ to 3 years = 4 points 3+ years = 6 points	6	
R.2.8.4	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.8.4 developing applications using React JavaScript libraries.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	

R.2.8.5	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 2 years required in M.1.8.5, in developing code that meets and is in line with the internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 on accessibility and usability.	2+ to 3 years = 2 points 3+ to 4 years = 4 points 4+ years = 6 points	6	
		Total Available points:	30	
		Minimum Total Overall Points Required to be declared responsive:	18	
		Total achieved:		

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2.9 A.8 System Analyst – Level 3

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.9.1	The Contractor should demonstrate that the proposed resource has over and above the minimum 10 years required in M.1.9.1 working as a System Analyst.	10+ to 12 years = 2 points 12+ to 14 years = 4 points 14+ years = 6 points	6	
R.2.9.2	The Contractor should demonstrate that the proposed resource has worked as a System Analyst on three (3) IT projects with the purpose of delivering web-based applications to more than 250 users. Note: individual points will be awarded for each of the three (3) projects	**Project #1** 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points **Project #2** 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points **Project #3** 250+ to 500 users = 2 points 500+ to 1,000 users = 4 points 1,000+ users = 6 points	18	
R.2.9.3	The Contractor should demonstrate that the proposed resource has experience with the ITIL (Information Technology Infrastructure Library) framework including ITIL processes and best practices.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.9.4	The Contractor should demonstrate that the proposed resource has experience working on horizontal initiatives or IT projects that span across more than one Government department.	3+ to 4 years = 2 points 4+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.9.5	The Contractor should demonstrate that the proposed resource has a working knowledge of the following applications: • MS Excel • MS PowerPoint • MS Project • MS Word • MS Visio	2 points per application up to a maximum of 10 points	10	
R.2.9.6	The Contractor should demonstrate that the proposed resource has over and above the minimum of 5 years required in M.1.9.6 designing interfaces and end-to-end business processes for integrated applications using enterprise technology and/or commercial off-she-shelf software products.	5+ to 6 years = 2 points 6+ to 7 years = 4 points 7+ years = 6 points	6	
		Total Available points:	52	
		Minimum Total Overall Points Required to be declared responsive:	31	
		Total achieved:		

2.10 B.14 Technical Writer – Level 2

Name of Resource: ____________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.10.1	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.10.1 working as a Technical Writer in an IM/IT environment.	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.10.2	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.10.2 developing and maintaining instructional documentation such as User's Guide, step-by-step installation instructions, training manuals and Standard Operating Procedures (SOPs).	5+ to 7 years = 2 points 7+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.10.3	The Contractor should demonstrate that the proposed resource has experience over and above the minimum 5 years required in M.1.10.3 working with technical resources to document the processes and procedures of IT applications and systems.	5+ to 7 years = 2 points 8+ to 9 years = 4 points 9+ years = 6 points	6	
R.2.10.4	The Contractor should demonstrate that the proposed resource has experience working as Technical Writer with a development team that is leveraging and using the	1 point for each programming language or software product up to a maximum of 10 points	10	

Name of Resource: ___________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	following programming languages and software products: • HTML • CSS • JavaScript • JSP • Adobe LifeCycle • ASP • PowerScipt • OpentText GCDocs • SAP Enterprise Resource Planning • XML • JIRA • Java • Moodle • MS Dynamics • Questionmark • IBM DataPower • IBM MQ			
R.2.10.5	The Contractor should demonstrate that the proposed resource has experience editing technical documentation for web-based applications designed in Java.	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	
R.2.10.6	The Contractor should demonstrate that the proposed resource has experience with the ITIL (Information Technology	2+ to 4 years = 2 points 4+ to 6 years = 4 points 6+ years = 6 points	6	

Name of Resource: ___________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
	Infrastructure Library) framework including ITIL processes and best practices.			
R.2.10.7	The Contractor should demonstrate that the proposed resource has a specialized certification or diploma in Technical Writing and/or Communication. Note: a copy of the certification or diploma should be provided.	Certification or Diploma = 5 points	5	
	Total Available points:		45	
	Minimum Total Overall Points Required to be declared responsive:		27	
	Total achieved:			

2.11 I.7 Platform Analyst (B2B) – Level 2

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.11.1	The Contractor should demonstrate that the proposed resource has experience implementing B2B solutions using the IBM Sterling B2B Integrator (SBI) COTS product.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.11.2	The Contractor should demonstrate that the proposed resource has experience with IBM WebSphere (J2EE) application server.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.11.3	The Contractor should demonstrate that the proposed resource has experience integrating IBM Sterling B2B Integrator (SBI) Business Processes using Web Service.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.11.4	The Contractor should demonstrate that the proposed resource has experience with Java programming using REST (Representational State Transfer) or SOAP (Simple Object Access Protocol) technologies.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
R.2.11.5	The Contractor should demonstrate that the proposed resource has experience analyzing, developing or enhancing an EDI IT application using MQ Series.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	

Name of Resource: ______________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.11.6	The Contractor should demonstrate that the proposed resource has experience within the last 10 years working on large scale IT projects* *Large scale IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	6	
Total Available points:			36	
Minimum Total Overall Points Required to be declared responsive:			22	
Total achieved:				

2.12 I.7 Platform Analyst (Data Power) – Level 2

Name of Resource: ______________________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.12.1	The Contractor should demonstrate that the proposed resource has experience implementing B2B solutions using the IBM Data Power product.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.2	The Contractor should demonstrate that the proposed resource has experience with IBM WebSphere (J2EE) application server.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.3	The Contractor should demonstrate that the proposed resource has experience integrating IBM Data Power Business Processes using Multi-protocol Adapters or IBM Transformation Extender.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.4	The Contractor should demonstrate that the proposed resource has experience with Gateway Script (ECMAScript and CommonJS) programming within IBM Data Power.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	

R.2.12.5	The Contractor should demonstrate that the proposed resource has experience with Java programming using REST (Representational State Transfer) or SOAP (Simple Object Access Protocol) technologies.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.6	The Contractor should demonstrate that the proposed resource has experience analyzing, developing or enhancing an EDI IT application using MQ Series and/or JMS.	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
R.2.12.7	The Contractor should demonstrate that the proposed resource has experience within the last 10 years working on large scale IT projects* *Large scale IT project is defined as: • Scope spans multiple programs and services • User base of 500 users or more	1+ to 3 years = 2 points 3+ to 5 years = 4 points 5+ years = 6 points	**6**	
Total Available points:			42	
Minimum Total Overall Points Required to be declared responsive:			25	
Total achieved:				

2.13 P.9 Project Manager (BPA & B2B) – Level 2

Name of Resource: ____________________

#	Rated Technical Criteria	Scoring Methodology	Points Max	Cross Reference to proposal (Page #)
R.2.13.1	The Contractor should demonstrate that the proposed resource has experience in leading Information Technology (IT) projects.	3 projects = 2 points 4 projects = 4 points 5 projects = 6 points	6	
R.2.13.2	The Contractor should demonstrate that the proposed resource has experience working on horizontal initiatives or IT projects that span across more than one Government department.	1 project = 2 points 2 projects = 4 points 3 projects = 6 points	6	
R.2.13.3	The Contractor should demonstrate that the proposed resource has obtained a university degree or college diploma in project management, business administration, or computer science. A copy of the degree or diploma should be provided.	no degree or diploma = 0 points degree or diploma = 6 points	6	
R.2.13.4	The Contractor should demonstrate that the proposed resource has experience with both the Agile and Waterfall project management methodologies.	Agile = 3 points Waterfall = 3 points	6	

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AIPRP - Divulgué en vertu de la Loi sur l'accès à l'information.

R.2.13.5	The Contractor should demonstrate that the proposed resource has at least 5 years of experience working with: • MS Excel • MS PowerPoint • MS Project • MS Word • MS Visio	2 points per application up to a maximum of 10 points	10	
R.2.13.6	The Contractor should demonstrate that the proposed resource has experience with the ITIL (Information Technology Infrastructure Library) including best practices and guidelines.	2+ to 4 years = 3 points 4+ years = 6 points	6	
R.2.13.7	The Contractor should demonstrate that the proposed resource has completed a Project Management Professional certification. A copy of the certification should be provided.	PMP certification or PRINCE2 Practitioner certification = 6 points	6	
Total Available points:			46	
Minimum Total Overall Points Required to be declared responsive:			27	
Total achieved:				

APPENDIX D TO ANNEX A

CERTIFICATIONS AT THE TA STAGE

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

1. CERTIFICATION OF EDUCATION AND EXPERIENCE

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

Print name of authorized individual & sign above Date

2. CERTIFICATION OF AVAILABILITY OF PERSONNEL

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

Print name of authorized individual & sign above Date

3. CERTIFICATION OF STATUS OF PERSONNEL

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

Print name of authorized individual & sign above Date

4. CERTIFICATION OF LANGUAGE - [English or Bilingual or French]

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are

[Option 1 - Unilingual English] fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

[Option 2 - Bilingual] fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

[Option 3 - Unilingual French] fluent in French. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

______________________________	______________
Print name of authorized individual & sign above	Date

ANNEX B
BASIS OF PAYMENT

INITIAL CONTRACT PERIOD:

Initial Contract Period **March 4, 2019 to March 3, 2021**			
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**	
		Year 1	**Year 2**
Application/Software Architect	**Level 3**	[redacted]	[redacted]
Tester	**Level 2**	[redacted]	[redacted]
Web Developer (Usability Expert)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (CECP)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (JAVA)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (MS Dynamics)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (Prod Support)	**Level 2**	[redacted]	[redacted]
Programmer/Analyst (UI)	**Level 3**	[redacted]	[redacted]
System Analyst	**Level 3**	[redacted]	[redacted]
Technical Writer	**Level 2**	[redacted]	[redacted]
Platform Analyst (B2B)	**Level 2**	[redacted]	[redacted]
Platform Analyst (Data Power)	**Level 2**	[redacted]	[redacted]
Project Manager	**Level 2**	[redacted]	[redacted]

OPTION PERIODS:

Option Period 1 **March 4, 2021 to March 3, 2023**			
Resource Category	**Level of Expertise**	**Firm Per Diem Rate**	
		Year 1	**Year 2**
Application/Software Architect	**Level 3**	[redacted]	[redacted]
Tester	**Level 2**	[redacted]	[redacted]
Web Developer (Usability Expert)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (CECP)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (JAVA)	**Level 3**	[redacted]	[redacted]

Programmer/Analyst (MS Dynamics)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (Prod Support)	**Level 2**	[redacted]	[redacted]
Programmer/Analyst (UI)	**Level 3**	[redacted]	[redacted]
System Analyst	**Level 3**	[redacted]	[redacted]
Technical Writer	**Level 2**	[redacted]	[redacted]
Platform Analyst (B2B)	**Level 2**	[redacted]	[redacted]
Platform Analyst (Data Power)	**Level 2**	[redacted]	[redacted]
Project Manager	**Level 2**	[redacted]	[redacted]

Option Period 2

March 4, 2023 to March 3, 2025

Resource Category	**Level of Expertise**	**Firm Per Diem Rate**	
		Year 1	**Year 2**
Application/Software Architect	**Level 3**	[redacted]	[redacted]
Tester	**Level 2**	[redacted]	[redacted]
Web Developer (Usability Expert)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (CECP)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (JAVA)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (MS Dynamics)	**Level 3**	[redacted]	[redacted]
Programmer/Analyst (Prod Support)	**Level 2**	[redacted]	[redacted]
Programmer/Analyst (UI)	**Level 3**	[redacted]	[redacted]
System Analyst	**Level 3**	[redacted]	[redacted]
Technical Writer	**Level 2**	[redacted]	[redacted]
Platform Analyst (B2B)	**Level 2**	[redacted]	[redacted]
Platform Analyst (Data Power)	**Level 2**	[redacted]	[redacted]
Project Manager	**Level 2**	[redacted]	[redacted]

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

(Provided under separate cover)

Public Works and Government Services Canada | Travaux publics et Services gouvernementaux Canada

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

PART 1 (completed by the Technical/Project Authority) / PARTIE 1 (complété par le Responsable technique / Chargé du projet)

A. General Information / Informations générales

Contract Number / Numéro du contrat :

Contractor Name / Nom du Contracteur :

Task Authorization (TA) No. / Nº de l'autorisation de tâches (AT) :	Commitment No. / Nº de l'engagement :	Financial Coding / Code financier :	Date of Issuance / Date d'émission :	Response required by / Réponse requise par :

B. For Amendments Only / Aux fins de modification seulement

Amendment No. / Nº de la modification :

Reason for the Amendment / Raison pour la modification :

C. TA Requirements / Exigences relatives à l'AT

Required Resource(s) / Ressource(s) requise(s)

Category / Catégorie	Level / Niveau	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Linguistic Profile / Profile linguistique	Required Level(s) of Security / Niveau(x) de sécurité requis

+
-

Statement of Work (tasks, deliverables, reports, etc.) / Énoncé des travaux (tâches, livrables, rapports, etc.)

Period of Services / Période de service:

Initial Start Date / Date de début initiale :

Initial End Date / Date de fin initiale :

Extented End Date (See Reason for the Amendment) / Date de fin prolongée (voir Raison pour la modification) :

☐ Option To Extend Initial End Date / Option pour prolonger la date de fin initiale

Travel Requirement(s) / Exigence(s) de voyage :

Work Location(s) / Lieu(x) de travail :

PART 2 (completed by the Contractor and/or the Technical/Project Authority) / PARTIE 2 (complété par le Contracteur et/ou le Responsable technique / Chargé du projet)

A. Contractor Resource(s) / Ressource(s) du Contracteur

Note: once approved, only the following resources may provide services under this TA. / Nota : une fois approuvée, seules les ressources suivantes peuvent fournir des services sous la présente AT.

TASK AUTHORIZATION FORM
FORMULAIRE D'AUTORISATION DE TÂCHES

Name / Nom	Category / Catégorie	Level / Niveau	Linguistic Profile / Profile linguistique	Level of Security / Niveau de sécurité	PWGSC Security File No. / Nº du dossier de sécurité TPSGC	
						+ -

B. Estimated Cost / Coût estimatif

Category / Catégorie	Level / Niveau	Per Diem Rate / Taux journalier	Estimated Level of Effort (days) / Niveau d'effort estimatif (jours)	Total Cost / Coût estimatif	
					+ -
			Estimated Cost / Coût estimatif		
Total Estimated Travel and Living Cost / Estimé des frais de déplacement et de subsistance				$0.00	
Taxe rate applied / Taux d'imposition appliqué (%)	15.000		Applicable Taxes / Taxes applicables	$0.00	
			Total Estimated Cost / Coût total estimatif	$0.00	

PART 3 - TA APPROVAL BY CANADA / PARTIE 3 - APPROBATION DE L'AT PAR LE CANADA

By signing this TA, the authorized client authority and/or the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the Contract.

The client's authorization limit is . When the value of a TA and its amendments (including GST/HST) is in excess of this limit, the TA must be signed by the authorized client and forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et/ou l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT est conforme aux conditions du contrat.

La limite d'autorisation du client est . Lorsque la valeur de l'AT et ses modifications (incluant la TPS/TVH) dépasse cette limite, l'AT doit être signée par le client autorisé et transmise à l'autorité contractante de TPSGC pour autorisation.

Name of Authorized Client / Nom du client autorisé

Date

Signature

Name of Contracting Authority / Nom de l'autorité contractante

Date

Signature

PART 4 - CONTRACTOR SIGNATURE / PARTIE 4 - SIGNATURE DU CONTRACTEUR

Name and Title of individual authorized to sign on behalf of the Contractor / Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

[illegible] the Access to Information Act
Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
1000341689

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: CBSA

2. Branch or Directorate / Direction générale ou Direction: ISTB / BASD

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail: Establish a multi-year IT Professional Services supply arrangement for the use of the Business Process Automation, Business to Business and Custom Platform section.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?
☑ No / Non ☐ Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
☑ No / Non ☐ Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
☐ No / Non ☑ Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
☑ No / Non ☐ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
☑ No / Non ☐ Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☑	NATO / OTAN ☐	Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions Aucune restriction relative à la diffusion ☑	All NATO countries Tous les pays de l'OTAN ☐	No release restrictions Aucune restriction relative à la diffusion ☐
Not releasable À ne pas diffuser ☐		
Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : ☐ Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information

Canada	NATO / OTAN	Foreign / Étranger
PROTECTED A PROTÉGÉ A ☑	NATO UNCLASSIFIED NATO NON CLASSIFIÉ ☐	PROTECTED A PROTÉGÉ A ☐
PROTECTED B PROTÉGÉ B ☑	NATO RESTRICTED NATO DIFFUSION RESTREINTE ☐	PROTECTED B PROTÉGÉ B ☐
PROTECTED C PROTÉGÉ C ☑	NATO CONFIDENTIAL NATO CONFIDENTIEL ☐	PROTECTED C PROTÉGÉ C ☐
CONFIDENTIAL CONFIDENTIEL ☑	NATO SECRET NATO SECRET ☐	CONFIDENTIAL CONFIDENTIEL ☐
SECRET SECRET ☑	COSMIC TOP SECRET COSMIC TRÈS SECRET ☐	SECRET SECRET ☐
TOP SECRET TRÈS SECRET ☐		TOP SECRET TRÈS SECRET ☐
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) ☐

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

[illegible] - Disclosed under the Access to Information Act
[illegible] - Divulgation en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada   Gouvernement du Canada

Contract Number / Numéro du contrat
1000341689

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☑ No Non ☐ Yes Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☑ RELIABILITY STATUS COTE DE FIABILITÉ
☑ CONFIDENTIAL CONFIDENTIEL
☑ SECRET SECRET
☐ TOP SECRET TRÈS SECRET
☐ TOP SECRET– SIGINT TRÈS SECRET – SIGINT
☐ NATO CONFIDENTIAL NATO CONFIDENTIEL
☐ NATO SECRET NATO SECRET
☐ COSMIC TOP SECRET COSMIC TRÈS SECRET
☐ SITE ACCESS ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux : ______

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
☑ No Non ☐ Yes Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☑ No Non ☐ Yes Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☑ No Non ☐ Yes Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☑ No Non ☐ Yes Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☑ No Non ☐ Yes Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☑ No Non ☐ Yes Oui

[illegible] the Access to Information Act
[illegible] en vertu de la loi sur l'Accès à l'information.

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat
1000341689

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

COMMON-PS-SRCL#19

Government of Canada Gouvernement du Canada

Contract Number / Numéro du contrat 1000341679
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) ERIC CARRIÈRE		Title - Titre MANAGER, ISTB	Signature
Telephone No. - N° de téléphone (343) 291-5329	Facsimile No. - N° de télécopieur (866) 335-3237	E-mail address - Adresse courriel ERIC.CARRIERE@CBSA-ASFC.GC.CA	Date April 19, 2018

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Stephane Lafontaine		Title - Titre Security Specialist.	Signature
Telephone No. - N° de téléphone 343 291 7776	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Stephane.lafontaine@cbsa-asfc.gc.ca	Date 19.4.2018

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?
☐ No Non ☐ Yes Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Mansour, Silvana Digitally signed by Mansour, Silvana Date: 2018.08.21 15:37:25 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Saumur, Jacques 0 Digitally signed by Saumur, Jacques 0 DN: c=CA, o=GC, ou=PWGSC-TPSGC, cn=Saumur, Jacques 0 Date: 2017.02.03 13:38:31 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division|Division des contrats sécurité /
Contract Security Program|Programme de sécurité des contrats /
Public Services and Procurement Canada| Services publics et Approvisionnement Canada
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Telephone | Téléphone 613-948-1732
Facsimile | Télécopieur 613-948-1712

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABLITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
    a. Security Requirements Check List and security guide (if applicable), attached at Annex ______;
    b. *Industrial Security Manual* (Latest Edition).

ADDITIONAL SECURITY REQUIREMENT:

The CBSA, will conduct its own personnel Reliability Status assessment of the Contractor (specifically the Contractor personnel), which is allowed under the Treasury Board Secretariat of Canada's (TBS) "Security and Contracting Management Standard" and the Policy on Government Security – Personnel Security Standard. Reliability Status assessment conducted by the CBSA will include a credit check.

If the Contractor (specifically the Contractor personnel), has already been screened under the TBS Policy on Government Security - Personnel Security Standard, the Contractor (specifically the Contractor personnel), will still undergo a security screening process to be conducted by the CBSA.

The credit check and fingerprinting* will be performed by an authorized security official with the CBSA's "Personnel Security Screening Section" (PSSS), which is independent of the Public Services and Procurement Canada's (PSPC) "Canadian and International Industrial Security Directorate" (CIISD).

Until the credit check, fingerprinting* (if required) and all other security screening processes required have been completed and the Contractor (specifically the Contractor personnel) is deemed suitable by the CBSA, the Contractor (specifically the Contractor personnel) will not be permitted access to Protected / Classified information or assets, and further, will not be permitted to enter sites where such information or assets are kept.

Fees are applicable. Fingerprinting will be at the Contractor's cost.

***** Contractor and its personnel can include in some instances landlords, property management employees and principles of companies when the latter have access to the premises where the CBSA designated or classified information\assets are kept.***